

Building Program Table of Contents

I. Overview and Introduction	2
A. Overview of Need.....	3
B. Project Schedule.....	3
C. Library Building Team Participants.....	3
D. Relationship of Building Program to Architectural Design Process	5
E. Spatial Relationships	5
II. General Requirements of Library Building	8
A. Occupancy by Staff and Patrons.....	8
B. Type and Size of Collections	8
C. Flexibility and Expandability	10
D. Staff Efficiency.....	10
E. Energy Efficiency	11
F. Fenestration	12
G. Space Finishes.....	13
H. Access for the Disabled.....	13
I. Acoustics.....	13
J. HVAC.....	13
K. Illumination.....	13
L. Power, Data, and Audiovisual Communications.....	14
M. Security Systems.....	15
N. Signs	16
O. Audio-visual Systems.....	16
P. Visual Supervision.....	17
Q. Site	18
R. Structure	19
S. Rest Rooms and Lavatories	19
T. Stacks and Shelving	20
U. Reader Seats	21
V. Custodial.....	21
W. Space Planning Guidelines	22
X. Master List of Equipment and Furniture	23
1. List by Type of Equipment	23
2. List by Type of Space and Square Footage.....	28
3. Net Sq. Ft. Summary for Furniture & Equipment and Shelving	41
III. Spatial Relationships	46
A. All Library Divisions.....	47
B. Spatial Relationships For Each Library Space.....	52
IV. Summary of Facility Space Requirements	65
V. Space Descriptions.....	66
ADMINISTRATION	66
Library Director's Office	67
Passport Office/Staff Conference Room	67
Professional Staff.....	70
Reception & Waiting Area	73
Secretarial Office	76
AUDIO-VISUAL LIBRARY	79
AV Collection & Seating.....	80
BROWSING	84
New Book Display.....	85
CHILDREN'S LIBRARY	88
Children's Collection & Seating.....	89
Children's Desk.....	92

Building Program Table of Contents

Children's Entrance	95
Children's On-line Public Access Catalog	98
Children's Reference Collection	101
Children's Workroom	104
Juvenile Collection	106
CIRCULATION SERVICES	109
Circulation Desk	110
Computer/Telecommunications Room	114
Copy Center	117
Staff/Service Entrance Lobby	120
Staff Lounge	122
Staff Rest Rooms	125
Staff Workroom	128
COMPUTER RESOURCE CENTER	132
Computer Resource Center	133
FICTION COLLECTION	135
Fiction Collection	136
GENERAL BUILDING SERVICES	140
Custodial Workroom	141
Friends' Book Storage & Workroom	144
General Library Storage Room	147
Loading Area	149
Electrical Equipment Room	151
Shipping & Receiving	153
HERITAGE ROOM	155
Heritage Room	156
LIBRARY ENTRANCE	159
Friends of the Library Bookstore	160
Public Entrance & Lobby	163
Public Rest Rooms	166
NON-FICTION COLLECTION	169
Non-Fiction Collection	170
PERIODICALS COLLECTION	174
Current Magazine & Newspaper Display	175
PUBLIC MEETING ROOMS	178
AV, Chair & Table Storage Room	179
Conference Room	181
Kitchenette	184
Theater	187
REFERENCE SERVICES	191
On-line Public Access Catalog	192
Reference Collection	195
Reference Desk	198
Study/Tutoring Room A	201
Study/Tutoring Room B	204
YOUNG ADULT SERVICES	205
Young Adult Collection	206
VI. Preliminary Project Budget	210
A. Cost Summary for all F & E and Shelving	211
B. Space F&E and Shelving Cost	217
VII. Projected Library Operating Budget	219

Building Program

I. Overview and Introduction

The Building Program for the Murrieta Public Library was created through a cooperative effort and partnerships. The City of Murrieta developed a Needs Assessment, which produced a Plan of Service.

The goals of the library program are to:

- Provide a permanent library facility to serve the City's population of 51,600, with room to expand.
- Provide an easily accessible library that will efficiently integrate into everyday community life.
- Provide dedicated spaces for study, quiet reading, preschool story times, special needs, computer use and group functions.
- Provide relevant, adequate library services, programs and diverse collections for the community, including children, adults and people with special needs.
- Enhance school readiness and student success and strengthen academic partnerships with local educational institutions.
- Help promote library resources and community enrichment through outreach and opportunities for individuals and groups to meet, learn and share.
- Provide adequate, qualified staffing that is appropriate to carrying out the library's varied and ever-evolving services and programs.
- Engage appropriate volunteers to support staff activities and to provide specialized services based on individual volunteer's expertise.

The new Murrieta Public Library will be part of an overall master plan development for the City of Murrieta called Town Square. Town Square includes an existing Police Station, a proposed City Hall, six pads slated for future Commercial/Retail development, a Senior Center, a Park/Amphitheater, and the Library. The Library site is bounded by the Senior Center on the south side, a future Retail establishment (a restaurant, bank, etc.) on the north side, the Park/Amphitheater on the east side and Adams Avenue on the west side. The proposed site is currently vacant and has been rough graded but is otherwise undeveloped. The Library is proposed to be a one-story structure. Staff and visitors will be provided with on-site parking.

The oldest elementary school in Murrieta is directly west from the library site on the other side of Adams Avenue. This school contains the most varied socio-economic student population of the Murrieta Valley Union School District. The site is also within easy walking or bicycle distance to all other Murrieta schools.

In 2002, the population of Murrieta was 51,600, including the newly annexed area as of July 1, 2002. Murrieta is the sixth-fastest growing city in California with an 11% increase in their population for the year 2001. The growth is anticipated to continue at a steady increase to build out in 2020 of 95,000 residents.

As the focal point of the village-like Town Square development, Murrieta's proposed Library is an approachable and exciting building that engages the community in both a physical, civic and spiritual way. On its northwest side, the Library embraces the park and amphitheater, considered the "heart" of the square, and its design scheme reinforces the symbolic and visual identification with the City Hall and Police Station. A grand entry welcomes patrons with high views of the park, creating a visual connection with the town's heart. With echoes of Murrieta's agrarian history, clustered and informal collections of sheds, gables, flat roofs and silos are reinterpreted to create a familiar, comfortable, and unique diversity of forms. The main roof of the Library opens itself up to the park to let in the soft north light and capture the garden views. Operable clerestory windows allow for natural stack ventilation to cool the building, while cool roof technology is used on the flat roof areas to reduce heat gain and reduce operating costs. Casting contrasting patterns of light and shade, wood trellises celebrate the particular quality of Murrieta's sunlight. Attention to detail, open web steel joists, consistent rhythms of exposed rafter tails, and banks of substantial windows embrace the spirit of "craftsman" architecture. Soft north light washes over a flexible, spacious open plan of comfortable seating and stacks punctuated by strategically located control points with clear visibility. This distinctive one story structure creates an atmosphere that is connected with the town of Murrieta, its people, and its history.

Building Program

A. Overview of Need

The City of Murrieta does not have a permanent library facility within its jurisdiction. The County of Riverside had provided library services to the City through its facility located in Temecula, California. All City of Murrieta property taxes had been allocated to operate the Temecula Branch Library. There were no plans to build a library within the city boundaries. In 1997, the City Council voted to withdraw from the Riverside County Network System and establish an independent library jurisdiction.

The City of Murrieta leased a temporary location within a commercial center for their library in April of 1999. The lease expires in three years (June 2005) and there are insufficient funds to build a permanent facility. It is anticipated a library can be planned in 20 years by using Developer Impact Fees (DIF).

After surveying 400 Murrieta residents by telephone and analyzing the results, Godbe Research and Analysis produced a report showing that a new library was one of the residents' top two priorities for needed services in the City of Murrieta. A follow-up survey designed for specific library services generated responses to the types of collection and programming the residents valued. Increased hours, more books, additional computers, and story times or children's programs consisted of 96% of desired services.

There are over 27,000 library cardholders in spite of the temporary library's limited space of 4,000 square feet to house an inadequate collection of 24,990 volumes. There is only .06 square feet of library space per resident. The library is open 39 hours a week with six full time equivalent staff members. Over 12,000 items are checked out each month. Additional services or enhancement to technology is not possible due to the limitations of space. Collection development is restrictive and limited.

The City of Murrieta has grown from slightly over 2,000 people in 1989 to 51,600 in 2002. Providing adequate library service is crucial to this fast growing city. Town Square has set the stage for a community centered, multi-use environment of which the Library is an integral element. A new library would complete the Town Square.

B. Project Schedule

The projected timeline of the Library, with the assumption of a grant award by September of 2003, the Library will be open to the public by November of 2005. Schematic plans will be done by November of 2003, and design development will be completed by January 15, 2004, allowing adequate time for the bidding process. Drawings are to be completed by April 15, 2004. Construction will begin in August of 2004. The estimated mid-point of construction will be February of 2005. Anticipated completion of construction is August of 2005. The site has been acquired and is the property of the City of Murrieta.

C. Library Building Team Participants

The library building team participants includes city staff, consultants and community groups. All of these parties are involved in the development of the Murrieta Public Library, as well as the larger Town Square site. During the design of the Murrieta Public Library, the staff of the temporary library was responsible for collecting community needs assessment information in order to inform the Architect of the basis of their design. The Library and City staff have been primarily responsible for the functional and operational issues within the design, including the development of the Building Program. The City staff is responsible for site development issues and review of architectural plans, including environmental issues and final approval of the site.

Input was collected from City staff to ensure continuity of the overall Town Square design philosophy among the buildings at the site. Staff are also responsible for coordinating building plans for Library with the Police Department, the new Senior Center, City Hall and other commercial or educational facilities. Partnerships among a range of City agencies strengthened the workability and uses for Town Square.

The city staff included:

- City Council Members: Mayor Richard Ostling, Council Members Warnie Enochs, Kelly Seyarto, Jack van Haaster and Brian Youens
- City Manager Steve Mandoki
- Assistant City Manager Lori Moss
- Senior Management Analyst Al Vollbrecht

Building Program

- Finance Director Teri Ferro
- City Librarian Diane Satchwell
- Fire Chief Phil Armentrout
- Police Chief Daniel Higginbotham
- Jim Holstein from Community Service
- Public Works Director Jim Kinley
- Planning Manager Jim Mackenzie
- Building Manager Dennis Blundell

Consultants were hired to develop the overall concept into a Town Square design and manage the project. The project manager, Highland Partnership, is responsible for the overall development of the Town Square site - coordinating the various building team members and ensuring the overall design elements of the project are carried throughout the site. The project manager reviewed all site materials and assessed the site to develop a functional and appealing appearance, while the Architect was responsible for translating the design into an actual building plan.

Consultants include:

- Project Manager and Cost Estimator: Highland Partnership Inc., Chula Vista, California
- Architect: Carrier Johnson, San Diego, California
- Structural: Buehler & Buehler Structural Engineers, Sacramento, California
- Mechanical and Plumbing: McParlane and Associates, San Diego, California
- Electrical: ILA + Zammit Engineering Group, San Diego, California
- Civil: Project Design Consultants, Murrieta, California
- Landscape: SWA Group, Laguna Beach, California
- Geotechnical: Geotechnics, San Diego, California

Ideas, programming expectations and needs of the community were solicited to create a facility that is reflective of the input. The organizations that have participated in the meetings include:

- Friends of the Murrieta Library
- Library Advisory Commission
- Community Services Commission
- Community Steering Committee
- Murrieta Valley Union School District
- Murrieta Rotary Club
- Chamber of Commerce
- Murrieta Garden Club
- Temecula Valley Women's Club
- Lions Club
- Sun City Masonic Club
- Young adults from the Murrieta Valley High School
- XYZ Club (seniors)
- Murrieta Valley PTA Council

Libris DESIGN played an integral part in the inception of the project by providing support and credibility to Library staff, as well as a product reflecting an appropriately sized and furnished facility. Enhanced presentations using Libris DESIGN illustrated the new library concept, creating a comfort zone for nontechnical residents and participants. A project manager coordinated the groups, bringing together the constituents required to make this a successful project. The various groups worked together to produce the best design for the city of Murrieta.

Building Program

D. Relationship of Building Program to Architectural Design Process

The Building Program was designed by a process of developing a needs assessment, which led to the plan of service. The Building Program took elements from the documents and created a blueprint for the architects. In the Building Program, purpose and function of each space are described. Specific physical needs include square footage, equipment space, shelving requirements and seating, all of which provide a basis for the planning of the actual space.

The Murrieta Public Library is planned to be a 24,951 square foot facility, including a 30% non-assignable space allowance to derive the total gross space allocation. Non-assignable space includes lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 30% allowance to reach the gross square footage requirements will provide a building which is efficiently organized, meets functional and accessibility requirements, but is not overly generous.

For the purposes of the Building Program, the library space is divided into 15 Divisions, which represent administrative units or physical units, which require that each space within the Division maintain proximity to other spaces within the Division. Detailed information is provided on each space including functional details, furniture, equipment and shelving requirements.

The use of technology relates to the arrangement and adjacencies required for optimum use of floor space and staff and patron accessibility considerations. The Joint Use Project involves a Computer Resource Center to enhance the educational abilities for the City of Murrieta and the Murrieta Valley Unified School District.

Libris DESIGN was used to develop the Building Program. Staff used the preset calculations from this program. The architectural team reviewed the final product. Some of the lists are in 10-point font due to the program's tabulations. Libris DESIGN has established different fonts for tabs and lists for printing purposes. Whenever possible, the fonts were changed to 11-point or larger.

E. Spatial Relationships

The site for the library was selected by City Council based on recommendations formulated through a public site selection process that was led by a Site Committee and assisted by a facilitator. The Committee developed site selection criteria to be applied to 14 identified sites. In two workshops, the 70 community members reviewed sites and the site evaluation criteria: it accommodates the new library building program, provides adequate parking, maximizes site acquisition, and maximizes public benefit by encouraging library usage. The site also met the secondary criteria, such as excellent access to public transit, contributing to the revitalized downtown, compatibility with surrounding land use, easy circulation and traffic flow, and a safe environment.

The first phase of the project will develop a 24,951 square foot library. An expansion of an additional 15,000 square feet is available. A Garden of Verses, an exterior garden area, will be created until the actual building of the 15,000 square feet is possible. Donations will be used to build pathways of cobblestones, pods for storytelling, benches for sitting, eating areas, and trees to shade the area. The outdoors pods and pathways will be integrated into an interior design pattern, such as shelving flowing throughout the area with storytelling areas. In the future, the garden area can be used for building an expansion of the children's library.

The overall spatial relationships determine the conceptual design of the library. The Divisions include ten collections and seating areas, representing areas to house physical collections and various reader stations and technology workstations.

- The Periodicals Collection and Seating Area will house the current issues of periodicals and a modest collection of back issues in a comfortable area with lounge seating.
- The Young Adult Area will house specific young adult collections and reader and lounge seats.
- The Browsing Area will include both new books and topical displays in a retail-like setting, similar in display to the library's nearby Audio-Visual Collections for adults.
- A separate area for Children's Services will house children's print and multi-media collections, reader seats, and technology workstations.
- The Reference Services Area, Fiction Collection and Non-Fiction Collection will include a Reference Desk, as well as reference print materials, OPACs, technology workstations, and two small group study rooms.
- The Computer Resource Center will house twenty computer workstations and shelving for special collections.

Building Program

- The Heritage Room will include locked display and shelving for historically significant materials and a quiet study area with lounge seating.

Within these ten divisions, the building will contain shelving for a collection of at least 97,000 print volumes with approximately 56,300 volumes in adult materials and 40,700 volumes in the children's collection. The combined adult and children's reference collections will total approximately 2,670 print volumes. In addition to print volumes, the Murrieta Public Library will hold nearly 10,000 media items with 70% of these in the adult collection.

The overview of space by area type is as follows:

AREA	NET Assignable <u>Sq. Ft.</u>	Non Assignable <u>Sq. Ft.</u>	Total Gross <u>Sq. Ft.</u>	% of Gross <u>Sq. Ft.</u>
MEETING ROOMS	1,255	538	1,793	7%
READER'S SEATS	4,033	1,728	5,761	23%
SHELVING	5,482	2,349	7,831	32%
SPECIAL PURPOSE	1,952	837	2,789	11%
STAFF WORKSPACE	3,203	1,372	4,575	18%
TECHNOLOGY	1,377	823	2,364	9%
Totals:	17,630	7,321	24,951	100%
Non-Assignable Square Footage @30% of Gross				

The Library Entrance Division is essentially a pass-through space, which patrons will use when visiting the library. The Administration Division needs to be accessible to the public so it should be near the Public Entrance and Lobby. Administration should also be located in near of the Staff Workroom and Staff/Service Entrance.

The Audio-Visual Library should be as close to the main entrance as possible. Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the Main Entrance of the library after passing by the Circulation Desk. The Browsing Area and AV Library should be relatively close to the Children's Library so that parents can browse these materials while supervising their children in the Children's Library.

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. The Circulation Services Division should be centrally located where all library patrons must pass near it when entering or exiting the library building.

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Browsing Area. Many of the library patrons are exclusive fiction readers and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. The Periodicals Collection will be placed near the back of the Library with lounge seating. Access to the Circulation Services Division and to a Copy Center is required for areas throughout the library. Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division.

The Young Adult Division should be relatively close to the Library Director's Office so that staff can supervise the young people. The only relationship for the Local History Collection is that it should be close to the Reference Division.

Building Program

The overall view of seating space is as follows:

Reader's Seats <u>Type of Item</u>	<u>ITEM</u>	ITEM <u>Sq. Ft.</u>	TOTAL <u>Sq. Ft.</u>
Bench (2 Person)	2	15	30
Carrel, Reader's Wood	4	35	140
Chair, Child's	32	0	0
Chair, Group Study	26	0	0
Chair, Juvenile	16	0	0
Chair, Lounge	30	35	1050
Chair, Reader's	44	0	0
Table, Children's	8	80	640
Table, End	9	12	108
Table, Group Study	1	120	120
Table, Group Study	1	175	175
Table, Juvenile	4	85	340
Table, Reader's	1	80	80
Table, Reader's	5	90	450
Table, Reader's	9	100	900
Totals	192	827	4,033

Building Program

II. General Requirements of Library Building

The following section of the building program provides guidelines and criteria for the physical design of the facility as well as specific accessibility requirements; staff efficiency; energy efficiency recommendations; space-planning standards utilized; and detailed information on furniture, finish, and fixture requirements. These are standards that have been developed by the City of Murrieta; guidelines that have been provided by the architect; and reiterations of accessibility and Title 24 requirements as applicable to the library project.

A. Occupancy by Staff and Patrons

The maximum occupancy of the building based on this program is 183 people, including staff. Any staff working on a particular day are part of the total number of people allowed in a building at one time. The total number of patrons and staff allowed in a building of this size is controlled by fire and building codes. The capacity of this building will be 283. This is based on the California Building Code, as determined by Fire Marshal Gary Whisenand.

The total physical area is 17,437, excluding the meeting room and Friends of the Library Bookstore. The Bookstore will have a capacity of six persons. The meeting room will have a seating capacity of one hundred. It is important to remember that many patrons are browsing and not necessarily sitting. Controlling the seating is one mechanism in providing a safe and suitable environment for a library.

B. Type and Size of Collections

Allocation of the Library's Book Collection

CATEGORY

Projected Subcategory Volume Type	Volumes/ Percent of Collection	Projected Total	Percent in Circulation	Volumes on Shelf	Linear
<u>Adult/Young Adult</u>	<u>63.16%</u>	<u>60,000</u>	<u>28.18%</u>	<u>43,093</u>	<u>9.5</u>
Audio Book Cassette					
Audio Book Cassette	2.37%	2,250	35.00%	1,462	10
Audio Cassette					
Audio Cassette	0.53%	500	50.00%	250	19
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	0.26%	250	30.00%	175	25
Browsing					
New Books	1.58%	1,500	50.00%	750	8
Current Magazines					
Current Magazines	0.16%	150	20.00%	120	1
Current Newspapers					
Current Newspapers	0.01%	10	0.00%	10	1
Fiction					
Fiction	10.31%	9,790	20.00%	7,832	8
Mysteries	3.79%	3,600	25.00%	2,700	8
Paperbacks	1.35%	1,285	40.00%	771	16
Large Print					
Large Print	1.66%	1,575	15.00%	1,339	8
Non-Fiction					
Non-Fiction	29.86%	28,365	35.00%	18,437	8
Ready Reference					
Ready Reference	0.25%	235	0.00%	235	6
Reference					
Reference	6.58%	6,250	0.00%	6,250	6

Building Program

Reference	0.33%	315	0.00%	315	6
Video Cassette					
Video Cassette	1.58%	1,500	50.00%	750	10
Young Adult					
Young Adult	2.55%	2,425	30.00%	1,697	12

CATEGORY

Projected Subcategory Volume Type	Volumes/ Percent of Collection	Projected Total	Percent in Circulation	Volumes on Shelf	Linear
Children/Juvenile	36.84%	35,000	34.41%	22,955	11.62
Children's Current Magazines					
Children's Current Mags	0.03%	25	25.00%	19	1
Children's Easy Readers					
Children's Easy Readers	3.66%	3,475	45.00%	1,911	20
Children's Picture Books					
Children's Picture Books	7.58%	7,200	45.00%	3,960	20
Children's Ready Reference					
Children's Ready Ref	0.05%	45	0.00%	45	8
Children's Reference					
Children's Reference	1.48%	1,405	0.00%	1,405	8
Juvenile Fiction					
Juvenile Fiction	8.95%	8,500	25.00%	6,375	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	13.26%	12,600	35.00%	8,190	13
Video Cassette					
Video Cassette	1.84%	1,750	40.00%	1,050	10
Totals:	100.00%	95,000	30.48%	66,048	10.20

Allocation of the Library's Multimedia Collection

CATEGORY

Projected Subcategory Volume Type	Volumes/ Percent of Collection	Projected Total	Percent in Circulation	Volumes on Shelf	Linear
Adult/Young Adult	100.00%	12,000	48.00%	6,240	19.85
Audio Book Cassette					
Audio Book Cassette	12.00%	1,440	40.00%	864	10
Audio Book Compact Disc					
Audio Book CD	12.00%	1,440	40.00%	864	25
Audio Cassette					
Audio Cassette	7.00%	840	40.00%	504	19
Audio Compact Disc (CD)					
Audio Compact Disc	12.00%	1,440	40.00%	864	25
CD-ROM					
CD-ROM	2.00%	240	40.00%	144	25
DVD					
DVD	15.00%	1,800	40.00%	1,080	25
Video Cassette					
Video Cassette	40.00%	4,800	60.00%	1,920	10
Totals:	100.00%	12,000	48.00%	6,240	19.85

Building Program

Allocation of the Library's Periodical Collection

CATEGORY

Projected Subcategory Volume Type	Volumes/ Percent of Collection	Projected Total	Percent in Circulation	Volumes on Shelf	Linear
<u>Adult/Young Adult</u>	<u>87.00%</u>	<u>252</u>	<u>0.12%</u>	<u>252</u>	<u>1</u>
Back Issue Magazines					
Back Issue Magazines	30.00%	87	0.00%	87	1
Current Magazines					
Current Magazines	50.00%	145	0.00%	145	1
Current Newspapers					
Current Newspapers	3.50%	10	0.00%	10	1
Young Adult Current Magazines					
YA Current Mags	3.50%	10	0.00%	10	1
<u>Children/Juvenile</u>	<u>13.00%</u>	<u>38</u>	<u>1.86%</u>	<u>37</u>	<u>1</u>
Children's Back Issue Magazines					
Children's Back Iss Mags	9.00%	26	5.00%	25	1
Children's Current Magazines					
Children's Current Mags	4.00%	12	0.00%	12	1
Totals:	<u>100.00%</u>	<u>290</u>	<u>0.34%</u>	<u>289</u>	<u>1</u>

C. Flexibility and Expandability

Critical to the success of this library building project is that flexibility be built into the design to allow the library to grow into spaces and reorganize functions as time goes by. Among the recommendations are that the entire building be rated structurally to accommodate stacks and shelving; that the entire building, even stack areas, be wired with power and data for future use; that a minimum number of colors and finishes and fabrics be used to enable spaces to blend together; and that as few load bearing walls as possible be introduced into the larger open areas.

The building itself is adjacent to a 15,000 square foot garden area which can be used as the future expansion site of the library.

D. Staff Efficiency

To maximize staff efficiency, the Murrieta Public Library will be supervised from two public service desks. These two desks will consist of a Circulation Desk that serves both children and adults for circulation, directional questions, and routine business transactions, and a Reference Desk that provides reference, information and technology assistance to adults and children.

A large shared open plan staff workroom will be located adjacent to the Circulation Desk to allow for quick backup during busy periods. The workroom will be designed flexibly with workstations available for a variety of clerical and professional employees as well as the many individuals who will volunteer for the library. Areas, which cannot be supervised from either public service desk, may be locked when not in use, such as the Theater and the Conference Room; or may be controlled electronically or by magnetic card reader, such as the Study Rooms.

Each station at the service desks will be a minimum of six to seven feet in length to accommodate all necessary desktop equipment, CPUs in slings under the worksurface or on the worksurface, and under counter shelves and storage for supplies, telephones, and printers. Additional space should be included for depressible book bins, lost and found bins or other temporary storage requirements. Each service desk will include a disabled accessible station with a countertop that is no more than 28" to 34" high for a continuous length of 36".

Staff Workstations

Individual workstations are recommended for all full time employees. Systems furniture, consisting of interchangeable modules of three-foot, four-foot, five-foot and six-foot work counters and panels of varying height, is recommended for staff workrooms. Additional space is added to each work area for shelving, book trucks, files, storage for bibliographic tools, and visitor chairs.

Building Program

Locking files, keyboard carriers, tackable surfaces, wire management package, acoustical panels and over counter shelving and storage compartments are integrated into workstation design.

Library Clerks

Systems workstations which are 5' x 8' are recommended for library clerks in the Staff Workroom. These workstations consist of fabric wrapped modular panels with three plastic laminated worksurfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit.

Volunteers

Systems workstations which are 5' x 6' are recommended for volunteers in the staff workroom. These workstations consist of fabric wrapped modular panels with two plastic laminated worksurfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit.

Librarians

Systems workstations which are 8' x 9' are recommended for professional staff in the staff workroom. These workstations consist of fabric wrapped modular panels with two plastic laminate worksurfaces. The panels may be of various heights from 30" to 72" high. Higher panels will afford some acoustic privacy to the professional workstation. Each workstation will contain two overhead storage cabinets and shelves, which are wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will include a keyboard carrier and three file pedestal units. Sufficient storage in workrooms is required for general library equipment, supplies, gifts, materials in transition, and program materials.

E. Energy Efficiency

The library facility will be required to employ energy savings equipment and exhibit design features that will significantly reduce energy consumption throughout the life of the building. The project should encompass goals of sustainability, reduced operating costs, community relevance, and a healthy productive workspace.

A partial compilation of these basic recommendations follows.

Site

The project should strive for environmental responsibility and efficient use of the site including the protection of natural areas and minimal disturbance of adjacent areas. It should look for opportunities to reduce the need for automobile transportation to the site. The heat generated by surfaces on the site must be reduced to help reduce air conditioning costs. Where possible, the seasonal and daily wind flows across the site should be utilized to create opportunities for natural ventilation.

Water Conservation

The project should be designed to minimize the use of potable water. The goals for this would include the requirement to reduce the quantity of water needed for the building and to reduce the burden on municipal water supply and treatment. Water used in landscaping will be reduced through the use of intelligent irrigation in combination with native plantings. Landscaping plans will use native or adaptive, drought tolerant plant materials and reduce or eliminate the need for permanent irrigation systems that use potable water. Rainwater will be captured to supply any water features and for irrigation during the dry seasons. Water conservation fixtures will be installed in the building with the goal of reducing water consumption 20% below current codes.

Facility

All exterior windows will be shaded through the use of overhangs, plantings, exterior solar control devices, interior blinds or shades, fritting, or a combination of these to protect the windows from direct sunlight during the cooling season, and to protect users from

Building Program

glare. Specify a light colored roof or a white reflective coating for the roof. Specify a high-performance (Low-e) insulated glass. Extra insulation beyond the minimum Title 24 requirements should be included to the maximum extent possible; and beyond the requirements of daylighting and views, the amount of glazing should be minimized.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, will be provided. Lighting for the staff and public rest rooms, storage rooms, telecommunications and electrical closets, custodial workroom and any other unoccupied space will be controlled with occupancy sensors or motion detectors. The lighting in all large open areas will be zoned with bilevel switching to enable portions of the lighting to be extinguished either manually or automatically when daylight is available.

The lighting in all public areas should be controlled with a time clock schedule as part of a building lighting control system. Continuously dimming electronic ballasts will be specified in all fixtures within 15 feet of a daylight source in order to maximize the use of daylight; and clerestory elements or roof monitors should be used to introduce daylight into the interior of the building. Utilize T5HO lamps in stack mounted light fixtures and in areas where indirect lighting is desirable. All exit signs should have LED lamps. The intensity of site lighting will be minimized through the use of energy efficient fixtures. Automatic controls will be utilized to reduce lighting levels after closing.

HVAC

Specify a Variable Air Volume (VAV) HVAC system. Temperature controls and heating systems will be zoned to allow areas that are unoccupied to be turned off or down when not in use. The comfort requirements will be relaxed and the acceptable temperature range during cooling will be raised a few degrees and the acceptable temperature range during heating has been lowered a few degrees. Natural ventilation should be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures will be specified as automatic "shut-off" to limit the amount of hot water used for hand washing. The hot water temperature will be set as low as possible for hand washing and ultra-efficient water heaters will be specified.

Electricity

Purchase only new equipment, that is "Energy Star" certified and insure that "power down" and "sleep" functions are utilized. Other energy saving strategies such as the installation of a photovoltaic system linked to the electric utility grid should be fully investigated during the design phase of the project.

Sustainability and Resource Conservation

Where possible, locally produced materials will be used to reduce the use of energy for transportation. At least one half of the wood used should come from sustainably harvested forests. The building materials specifications will incorporate the use of recycled materials to minimize the use of new resources in the construction. These products made from recycled materials might include the carpet, toilet partitions, fly ash in concrete, ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics. In addition, adequate space will be provided in the library for the storage of recyclable materials in order to encourage this practice by library employees. Construction waste should be minimized and where possible it should be recycled to reduce the burden on landfills.

F. Fenestration

Window treatment for light control should be included where necessary. Generally direct east or west facing exposure is to be avoided. North and south facing windows are preferred and book stacks should be located away from sources of natural light.

Windows in offices, reading areas, and conference rooms should be provided with roller shades or other light control device. Operable windows may be acceptable in staff areas. Operable windows in public areas should have high or lockable screens.

Building Program

G. Space Finishes

A high grade commercial carpet, textured loop pile or multi-level loop, should be used throughout the facility except where noted: rest rooms, supply and storage rooms, circulation desk, reference desk, staff workroom, shipping and receiving, entrance, lobby, copy center, custodial workroom, fire exits, etc. These areas may be carpeted with carpet tile or vinyl tile. No carpet pad will be used, but enhanced backing is recommended. Recommended weight is 32-ounces per square yard. Carpet will be manufactured from static control fiber or of 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions. All finishes must be easily maintained and durable, including corner beads under the plaster finish to prevent damage by book trucks, kick plates, chair rails, and recessed kick base on public service desks.

Public areas should be covered with a washable latex paint with a semi-gloss or eggshell finish for easy cleaning. Tackable surfaces will be provided in community information area, children's area, staff work areas, and at service desks. A minimum number of paint colors should be utilized to facilitate future maintenance.

H. Access for the Disabled

All offices, workrooms, meeting rooms, study rooms, and collections and seating areas must be accessible by means of a 36" wide aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest exit, cross aisle or foyer. If an accessible aisle is less than 60" wide, spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Doors to all rooms, except closets and supply rooms, must be 36" wide with a minimum clearance of 32" required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

I. Acoustics

Meeting the acoustical requirements, which are noted in the Space detail sheets, will be critical to the success of this project, particularly since acoustics is such a detriment to the delivery of library services at this time. In addition to meeting the space-by-space criteria, the primary strategy will be to locate functions requiring quiet away from noisy areas. This is in the end the most logical and cost effective solution, and the one recommended by most acoustical engineers. For this reason, the acoustical requirement of spaces has been addressed in the programming phase

J. HVAC

Temperature in stack areas should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. In other areas, comfort level is to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Minimum ventilation requirements are 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls should allow for zoning, particularly of the Friends of the Library bookstore, Public Conference Room, Study Rooms, Staff Workroom and Administration Offices. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

- Provide separate temperature controls for telecommunications equipment room.
- Thermostats in public areas should have lockable covers.
- Special note should be taken of rooms with high equipment load. These include the Computer Resource Center, Staff Workroom, Reference Services Area, and Copy Center.

K. Illumination

A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. While it is recognized that various conditions including contrast, reflectivity, and tasks to be performed affect the objective quantification of lighting required, a guideline for lighting levels, based on the most common tasks, in the building should be as follows:

Building Program

- Reading areas: 30 to 40 foot candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot candles
- Book stacks: 6 foot candles minimum measured vertically at a height of 12 inches and 30 foot candles maximum measured vertically at any height
- Building entrance: 5 - 10 foot candles
- Public restrooms: 10 - 20 foot candles
- Study areas: 50 foot candles
- Circulation desk and other work areas: Minimum 50 foot candles measured horizontally on the worksurface.

Computer monitors should be shielded from direct light and glare or positioned perpendicular to any windows. The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet any City of Murrieta standard, if applicable. Task and table lamps should be vandal and theft resistant.

Occupancy sensors, photocells for areas rich with natural light, or motion detectors are to be included to aid in compliance with the California energy code requirements (Title 24). Service areas, utility rooms, and other limited occupancy rooms, such as data and electrical closets, should have lighting controlled by occupancy sensor or motion detector. Lighting in large public areas should be zoned to allow partial dimming of lights during daylight hours. Stack lights should be stack-mounted parallel to or ceiling-mounted perpendicular to book stacks, provide direct or indirect light, and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf. Lighting in general public areas is to be zoned and controlled from central panels located at the Staff/Service Entrance, Circulation Desk or Reference Desk, to facilitate opening and closing the library. Provide master controls at shipping and receiving entrance and at main entrance to library. Emergency back-up lighting is to be included. Exterior lighting should be on a timer or light sensor controlled system.

L. Power, Data, and Audiovisual Communications

Electrical

Each staff or service desk workstation location must have a separate dedicated 4-plex electrical outlet to accommodate the microcomputer, barcode reader, and printer. Dedicated computer outlets shall be clearly designated by color and markings at each 4-plex electrical outlet in the Telecommunication Room. Electrical contractor will provide wiring scheme identifying cable port on patch panel and at wall or floor plate at workstation end. The minimum electrical service to the facility will include no less than one 20 amp circuit per 2 to 4 electronic workstations, with an estimated 100 potential technology workstations and miscellaneous photocopy, printing, multimedia, and security system equipment. The general requirements for electrical service to the facility include the following:

- Voltage regulated at building feed or at each feed box
- Surge protection at panel
- Dedicated lines available for equipment; e.g., theft detection system, photocopiers, etc.
- Wiring easily accessible through low profile floors or conduit above dropped ceilings or in columns
- Power and data outlets located in dual configuration no more than 6" apart
- Electric outlets along walls should be located at 10 foot intervals with face plate centered at 15" above finished floor unless otherwise specified
- Electric outlets in all support columns
- Electric outlets at a minimum of 5-foot intervals along all work counters unless specified
- Two duplex outlets per staff workstation or office location
- Integrated central clock system will be included
- Light switches mounted in a multiple gang box under single cover plate with central control at circulation desk and at staff/service entrance
- Floor outlets flush with the surface (No monuments or bus stops)

Building Program

Telecommunications

The following are general recommendations. The use of a technology consultant is recommended for network design. The telecommunications will be under the responsibility of the Circulation Department. All automation functions will be coordinated from this department.

Distribution and Conduit

All construction will contain adequate conduit, ducts, underfloor space, or cable trays to accommodate data network, media distribution network, and power distribution to specified areas. The feasibility of utilizing wireless technology, or a low profile raised floor, for the project should be explored early in the design process. Cable trays and ducts must have access panels for future cabling by owner. Adequate space in phone and data closets should be provided for routers, data terminal boards, or network management equipment for future requirements. All voice and data cable conduit shall be rigid metal conduit unless a profile floor is utilized. The conduit shall terminate in metal boxes at the users end. All conduits will be placed in the hung ceiling unless specifically indicated to be underground. No 1/2" conduit should be used in project; the minimum acceptable size is 3/4" with 1" preferred. Conduit will be "home run" to the Computer Systems/Telecommunications Room and will contain pull string. Conduit will stub out at the top of a plywood backboard, where the conduit is run overhead and at the bottom where run underfloor. Overhead is preferred where possible. Conduit will be mounted in a sturdy fashion and provide a neat (orderly) appearance.

Lighting, power, telephone, and communications outlets shall not be placed back to back and in rated walls shall be separated by a minimum of 24". Floor outlets should be of brass construction, flush to the floor with hinged covers opened with a single key or with carpet insert. Floor outlets should be installed throughout the Reference Area, OPAC Area, Children's Reference, Computer Resource Center, and other areas, to be designated in a grid system designed on a four, six or ten foot square grid. The system should also provide for the installation of 110-volt electrical service, television, and/or communication cables.

Cable and Networking

All data and voice cable should be Category 6 enhanced UL approved and rated cable or better. Each data outlet should have four pairs of cable terminated at the outlet on an RJ45 termination device or equivalent. A single four pair cable drop should not be split to serve more than one outlet. Jacks should be installed in dual termination configuration sharing a common faceplate with the voice and data jack.

Network Accessibility

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no lower than 15" above the finished floor for forward reach access and no lower than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. The depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations if no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel.

Communications Equipment

A telephone system or systems will be provided to meet the City of Murrieta standard. This system will include automated attendant, call forwarding, voice mail if required, and upgradeable expansion module. A public address system will be provided through telephone system or other system. Ceiling speakers, in sufficient quantity to be effective, will be provided in all public and staff areas including rest rooms, workrooms, offices, and all public areas.

M. Security Systems

The building should include both a new dual corridor inventory control system and a perimeter alarm system as specified by the City of Murrieta. All emergency exits will have panic hardware and audible alarms. No less than 50% of all emergency exits will be disabled accessible. In all areas of the building where accessible means of egress are required, Areas of Rescue, Evacuation, or

Building Program

Assistance must be provided for exits that are not accessible, with the exception of areas that are covered by an automatic sprinkler system.

Alarm systems will include visible as well as audible alarms for fire and other emergencies. Annunciator panel for alarm system at circulation desk or desks, depending on location, and will have an arming station at staff/service entrance. The alarm shall report to the location specified by the City. Visual alarms are required in all rest rooms and other common public areas including reading rooms, meeting rooms, hallways, and lobbies. Visual alarms must be placed 80" above the highest finished floor or 6" below the ceiling, whichever is lower. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. In larger areas exceeding 100' across, the devices may be placed around the room at a maximum of 100' apart. Audible alarms must produce a sound that exceeds the normal sound in an area by at least 15 dbA, or the loudest sound, which lasts at least 60 seconds in a space by 5dbA. Audible alarms cannot exceed 120 dbA. Card readers or keypads should be considered at staff locations and other appropriate locations that require internal control. These should be "roughed in" at a minimum with conduit available for future installation; e.g., Staff Lounge and Shipping and Receiving.

N. Signs

The program and budget should include a full signage and graphics package, which will meet all ADA and all fire and life safety requirements. This signage program should be coordinated with the interior architecture and will include at a minimum:

- Easily identified entrance signage integrated into site, parking and building exterior
- Changeable signs or insert sign carriers for hours and other services
- Sign carriers for both ends of each book stack unit
- Signs designating permanent rooms and spaces
- Signs designating major building areas
- Evacuation signs
- Emergency exit warnings
- Room number identification
- International symbols for accessible areas; e.g., restrooms, photocopiers, emergency exits, parking spaces, drinking fountains
- Easels or stands to hold temporary signs/posters announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., "Circulation Desk") must be wall-mounted or ceiling-hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage (e.g., "Library Director's Office") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

O. Audio-visual Systems

The Theater and Computer Resource Center should be designed as to be able to provide computer screen image projection and cable TV reception. It is also desirable to provide a ceiling mounted projector in the Theater that has video conferencing and video projection capabilities.

Presentation of videotape or DVD material in the Conference Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Building Program

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference Room or Theater.

If the Theater will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audiovisual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, the finished floor. Thresholds cannot exceed ½" in height. Portable assistive listening technology may be substituted for permanently installed technology. Control panels, which must be located at all presentation locations, can be wireless, portable in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from amplification system. The system may be used to serve more than one room. Electrical outlets mechanically activated push button types to software-based touch screens must be provided to support any portable assistive listening technology.

The Study/Tutoring Rooms will support the use of portable audiovisual equipment. A power equipment, then access to data jacks and power receptacles must meet the criteria outlined in receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed the Telecommunications Space Detail. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be installed.

P. Visual Supervision

To ensure a safe and secure library for patrons, it is essential that the Circulation Desk, Reference Desk, and Children's Desk be located in very visible and prominent locations. The staff service areas should be able to have visual supervision into all public rooms, seating areas, restrooms, and the children's section. Staff should also have convenient access to the lobby and entrance.

Staff at the Circulation Desk, which will consist of three public service points and two self-check stations, will supervise all areas located in proximity to the library entrance and lobby. The staff at the Reference Desk will supervise all remaining areas of the library including the Reference Area, Fiction and Non-fiction collections and seating areas. The Children's Desk staff will supervise the children and juveniles in the Children's Library.

Building Program

Q. Site

General requirements for the site include the following:

- Large sign noting the Library's location
- Exterior lighting on timer or photo sensors
- Exterior free standing book returns at nearest vehicular access point, flat path with no incline for staff to push book trucks to empty bins
- Bicycle racks
- Trash and smoking materials receptacles near, but not too near, the front entrance
- Parking spaces for service and delivery vehicles
- Loading and receiving zoned space
- Disabled accessible spaces
- Paved outdoor patio areas
- Provision for trash pick up and storage and dumpsters
- Pay telephones (one of which is disabled accessible)

Site Accessibility

An accessible route to the facility must be provided including access to transportation, parking, sidewalks and buildings. The width of the access route is to be a minimum of 36" with all necessary turning and passing spaces (60" x 60") at obstructions, but at no less than every 200'. The route cannot have level changes without accessible ramping. (See below) The ground surface must be firm, stable, and slip resistant. Detectable warnings are required for any hazardous vehicular areas, water features such as reflecting pools, sculptures, bicycle racks or monumental signs. Any gratings must have spaces a maximum of 1/2" wide with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The parking requirement is a minimum of one accessible space for every 25 parking spaces with no less than one space. Accessible parking spaces must be at least 8' wide served by an accessible aisle at least 5' wide for a total of 13' wide. Accessible parking must be the shortest route to accessible entrances and the access aisles must be part of accessible route to the entrance of the Library. Accessible and van parking must be clearly marked with a sign displaying the International Symbol of Accessibility, wheelchair symbol, in white on a blue background and must be located where it can not be obscured by a parked vehicle or other object.

Hardscape

Curb ramps are required where an accessible route comes to a curb and must be located where a parked vehicle cannot obstruct them. The maximum ramp length is 30'. The maximum ramp slope is 1-foot rise per 12 feet of length. Build up can be a maximum of 36". It must be slip resistant and cannot project into traffic lane. Curb ramp sides can be a maximum of 1:10, 1:12 if 48" at top of ramp. Detectable warnings are required for full length and width of ramp. Ramp must be fully contained when in a marked crossing area. Islands must be level with the street or curb ramps with a minimum of 48" of level ground between.

XVIII. Entrance

Hours and days of operation for the Murrieta Public Library should be posted at the entrance to the library lobby and the exterior lobby, visible from outside when the building is closed. Entrances to library services require a minimum 90" opening for inventory security system. System gates must be a minimum of three feet from any metal surface and a minimum of eight from any electronic workstation to prevent interference or malfunction of the unit. The main entrance should open into a lobby that serves the most frequently used areas and meet the following general requirements:

- Floor plan and building directory
- Paper management system for handouts and bulletins
- Theft detection gates in set of three to create dual corridor entrance and exit

Building Program

- Enunciator panels for all fire and security systems
- Foot cleaning grates or walk-off mats
- Accessible drinking fountains
- Signs for City and County information,
- City Council and County Board of Supervisors acknowledgements
- Donor plaques or donor wall
- Video surveillance cameras
- Public telephones (or in immediate area outside the facility)

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Exterior doors must be available with automatic, manual automatic, or power assist options. Automatic doors must read below the height required to recognize children and individuals in wheelchairs. For manual automatic or power assist doors, which require a plate, the plate must meet the front and side reach requirements of 48" and 54" respectively, above finished floor. Doors must comply with ANSI standards. Doorways require a minimum clear opening of 32". A minimum clear distance between a pair of hinged doors of 48" must be provided. If a door closer is used, the door should take at least three seconds to get to a point 3" from the door latch. Door hardware can be located no higher than 48" above finished floor. Once inside the doors, the security gates must comply with the same guidelines as doors.

R. Structure

Column bays of 25' or in multiples of 5' are recommended in stack areas. This is consistent with the use of a 24" closed base stack in conjunction with the 36" accessible aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40". The floor-loading requirement throughout the building should be 125 - 150 pounds per square foot live load to allow for the weight of stacks. No compact shelving is anticipated. When possible, columns should not be introduced in Community Meeting Room, Children's Program Area, Public Conference Room, or the Lobby.

S. Rest Rooms and Lavatories

Public rest rooms will be provided in sufficient size and quantity to meet local codes and to meet the requirements for serving the specific building areas, which may have different hours of operation, including the Friends of the Library Bookstore, Theater and Conference Room.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

All public and staff rest rooms will meet accessible aisle requirements. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be between 17" and 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, will be mounted at 33" above the floor. The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers

Building Program

must meet forward and side reach requirements of 48" and 54" respectively. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Rest rooms signage will include a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle) centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility. A verbal description of the room will be placed immediately below the accessibility symbol ("Unisex", "Men" or "Women"), wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Fixtures in children's rest rooms will be sized appropriately, and both men's and women's restrooms will contain diaper changing stations.

T. Stacks and Shelving

General recommendations for stack units include:

- Finished end panels and signage on both ends of all shelving units
- Canopy tops on all units 66" or lower.
- Back edge on each shelf or alternately re-locatable backstop in vertical member
- Retractable index shelves in reference area
- Hinged slanted display shelves in current periodicals area with storage shelf or slotted shelves where indicated
- Multimedia accessory shelving where indicated

Space Allocation

Allocation of space for most adult book collections is based on full height 90" high shelving utilizing 7 shelves per side for a total of 336 on shelf volumes per double-faced section. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot times the number of linear feet per shelf (3) times the number of shelves per unit. In the case of most adult collections this is 8 (volumes per linear foot) x 3 (feet) x 14 (shelves) = 336.

The number of volumes per linear foot for each specific collection type is included later in the building program, as is the space allocation per shelving unit. Space for collections is programmed to include space for future growth as Murrieta Public Library builds a collection, as well as empty shelf space to allow efficient shelving and interfiling of volumes. Stack ranges should be no longer than 7 sections. Stack areas should be sprinkled and sprinkler heads should be mounted at a minimum of 18" above the top bookshelf.

Shelving Accessibility

Aisles in stack areas must comply with the following accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section and run perpendicular to side aisles (and end panels), must be a minimum of 36" wide with 44" required if side aisles are only 36" wide; i.e., a 36" aisle cannot meet a 36" aisle.

Shelving height is unrestricted for most collections unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals and newspapers must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Current periodical shelving units should be no higher than 66" inches, or three sloped display shelves high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Building Program

U. Reader Seats

Reader space for users of the Murrieta Public Library is included in sufficient quantity and variety including tables for four (round and rectangular), tables for six in the Children's area, lounge chairs, technology carrels, technology counters, accessible technology tables, stackable chairs in the Theater, conference chairs in the Conference Room, and on floor cushions in the Children's Program Area. The building program includes a general recommendation for size and type of reader seat in each space detail. These are, of course, subject to the considerations of interior design and funding available for the purchase of new furniture. The space allocation for readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table, at 35 square feet for lounge chairs, and at 40 square feet per public technology workstation. Accessible reader seats and adjustable tables are included in the Children's Reference Area, Reference Area, and the Young Adult Area and are sized slightly larger at 45 to 50 square feet per seat or station.

All user furniture should be of the highest quality of institutional, or commercial office furniture, which the owner's budgets will allow, and the substitution of residential or lower grade office furniture cannot be recommended. Fabric for all seating must meet the requirements of California State Technical Bulletin 117, and the more stringent requirements of Technical Bulletin 133 in any non-sprinklered areas. Seating for Senior Citizens can also accommodate individuals with mobility disabilities. The seat height should be just below the knee (17" above the finished floor is most desirable). The seat should slope no more than 4 degrees. Armrests are recommended. These recommendations should be considered, particularly in areas such as the periodicals reading area that is likely to attract senior citizen patrons.

Seating for children must be well constructed, scaled, weighted, and balanced. Tables are available in a variety of heights to serve the needs of pre-schoolers, elementary school age children, and older juveniles. Whichever height of table is selected, the table and the chair must be in the same scale and, most critically, must allow a dimension of 9-10" between seat height and table height. If a chair designed for an adult is to be scaled down for children and juveniles, it is not enough to merely lower the seat. The seat saddle should also be scaled down, as should the back height to provide comfortable seating for smaller bodies. This is also true of stools used as seating. Frequently children's chairs are available without a back; a feature that makes the chair more stable and less prone to tip over. Children's chairs should be designed not to rock or tip over.

Reader Seat Accessibility

A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high (28" to 34" above finished floor), 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. A table apron or keyboard carrier cannot obstruct access. Chairs, kick-step stools, and book trucks, which would require being moved, must not be located in accessible seating location.

The Theater will require wheelchair access, but a specified number of accessible seating locations are not required in a multipurpose room with a flat floor and seating that is easily moved. Specified accessible seating locations are not required in rooms where removable seating is utilized, but every attempt should be made to provide seating locations that are accessible to the disabled and to accommodate the requirement for an adjacent companion seat.

V. Custodial

Public areas will include adequate receptacles for trash and recyclables. The designated custodial department should be consulted on:

- Floor or wall mounted toilet partitions
- Industrial shelving
- Manufacturer of paper towel and toilet paper dispensers
- Requirements for maintenance support space
- Storage for janitorial supplies and equipment
- Trash collection within the building
- Removal of garbage and recyclables

Building Program

- Keying

W. Space Planning Guidelines

The space planning guidelines utilized in the Murrieta Public Library Building Program are based on standard planning guidelines for public library facilities using square footage allocations that will meet all accessibility and functionality requirements. The square footage allocations in the building program are the default space assignments in the Libris DESIGN facility planning software, with the following exceptions. The square footage for meeting room seats in the Theater is based on single occupancy meeting room stacking chairs at 10 square feet a chair. This will allow for aisles for programs.

To summarize these standards:

The staff workstations are provided in three sizes: 30 assignable square feet, 40 assignable square feet, 75 assignable square feet for volunteer workers, clerical staff, and professional librarians respectively.

Shelving units are either single faced units, which are sized at 12 assignable square feet per unit, or double faced units, which are sized at 18 assignable square feet per unit. Bookstore display shelving in the browsing area and bookstore require a slightly larger footprint (30 square feet) due to the sloped shelves and base and a larger aisle requirement. The standard stack aisle is 36" with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified at 42" aisles. The capacity of these units is based on the number of volumes per linear foot of shelf multiplied by the number of feet per shelf, multiplied by the number of shelves per unit. The number of volumes per linear foot and number of shelves per unit is summarized by collection type later in this building program. The number of volumes to be housed by collection type is based on the projected collection size minus a percentage of 35-40% of the collection estimated to be in circulation at any given time. Since Murrieta Public Library is a new library, these circulation allowances are estimates.

The space allocation for individual reader seats is calculated at between 23 and 30 square feet per table seat based on the size of the table (or location in the case of group study rooms), at 35 square feet for lounge chairs, and at 36 to 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station. Details on the space allocation on a per unit basis for reader seats and for all other furniture and equipment are included in the section on *Net Assignable Square Footage of Furniture and Equipment*.

Additional space allowances are created by including queuing spaces in front of the Circulation Desk and the Reference Desk, or by the addition of cardboard boxes in storage rooms to create transitional storage space.

The total overall space allocation is derived by including a 30% non-assignable space allowance. This space will include lobbies, hallways, thickness of walls, custodial workroom, telecommunications room, and other spaces to support the maintenance operations of the building. Utilizing this 30% allowance to calculate the gross square footage requirements will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly spacious.

Building Program

X. Master List of Equipment and Furniture

1. List by Type of Equipment

Totals for Item Types

Meeting Rooms

<u>Type of Item</u>	<u>ITEM</u>	<u>ITEM Sq. Ft.</u>	<u>TOTAL Sq. Ft.</u>
Chair, Conference Room	6	0	0
Chair, Meeting Room - Stacking	100	10	1000
Lectern (w/ Space For A Portable Computer)	1	60	60
Table, Conference	1	195	195
Table, Meeting Room	16	0	0

Totals for Item Types

Reader's Seats

<u>Type of Item</u>	<u>ITEM</u>	<u>ITEM Sq. Ft.</u>	<u>TOTAL Sq. Ft.</u>
Bench (2 Person)	2	15	30
Carrel, Reader's Wood	4	35	140
Chair, Child's	32	0	0
Chair, Group Study	26	0	0
Chair, Juvenile	16	0	0
Chair, Lounge	30	35	1050
Chair, Reader's	44	0	0
Table, Children's	8	80	640
Table, End	9	12	108
Table, Group Study	1	120	120
Table, Group Study	1	175	175
Table, Juvenile	4	85	340
Table, Reader's	1	80	80
Table, Reader's	5	90	450
Table, Reader's	9	100	900

Totals for Item Types

Shelving

<u>ITEM Type of Item</u>	<u>ITEM</u>	<u>Sq. Ft.</u>	<u>TOTAL Sq. Ft.</u>
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves	3	18	54
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	20	18	360
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	38	18	684
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	32	18	576
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	79	18	1422
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shlvs	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	26	12	312
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	26	12	312
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	25	12	300
42" Aisle DF 42"H Steel Shelving W/ 4 Shelves	8	20	160
44" Aisle DF 45"H Magazine Display Shelving W/4 Shlvs	2	22	44
44" Aisle DF 66"H Magazine Display Shelving W/6 Shlvs	7	22	154

Building Program

44" Aisle SF 66"H Magazine Display Shelving W/3 Shlvs	21	14	294
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shlvs	2	14	28
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	70	70
Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shlvs	2	12	24
Compact Disc, CD-ROM & DVD Display Browser	9	24	216
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
Video Cassette DF 66" Shelving Unit W/10 Divider Shlvs	7	20	140
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shlvs	14	12	168

Totals for Item Types

Special Purpose

<u>Type of Item</u>	<u>ITEM</u>	<u>TOTAL Sq. Ft.</u>	<u>TOTAL Sq. Ft.</u>
Atlas Case	1	25	25
Atlas Case, Child's	1	25	25
Bench, Lobby (2 Person)	1	0	0
Binding Machine	1	0	0
Book Bin, Depressible	1	0	0
Book Truck	15	10	150
Box, Cardboard	25	4	100
Bulletin Board	8	0	0
Cabinets, Above Counter (Lockable)	12	0	0
Cabinets, Below Counter (Lockable)	12	0	0
Case, Exhibit	4	35	140
Cash Register	2	0	0
Chair, Lounge	2	35	70
Chair, Visitor's	4	15	60
Change Machine (Bill & Coin)	1	15	15
Children's Craft Counter	1	35	35
Cleaning Cart	1	15	15
Clock	13	0	0
Coat & Hat Rack	2	20	40
Coffee Maker/Urn	3	0	0
Commode	6	0	0
Cot, Sick Bay	1	40	40

Totals for Item Types

Special Purpose

<u>Type of Item</u>	<u>ITEM</u>	<u>Sq. Ft.</u>	<u>TOTAL Sq. Ft.</u>
Diaper Changing Counter	2	0	0
Dictionary Stand	1	10	10
Dictionary Stand, Child's	1	12	12
Dolly, Chair	5	15	75
Dolly, Table	4	15	60
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
Easel	1	30	30
File Cabinet, Lateral (Four Drawer)	3	20	60
File Cabinet, Lateral (Two Drawer)	1	20	20
File Cabinet, Vertical (Four Drawer)	8	14	112
First Aid Kit	2	0	0
Garbage Bin, Interior	3	15	45
Hand Dryer	2	0	0
Hand Truck	1	4	4

Building Program

Hot Water Urn	2	0	0
In & Out Board	1	0	0
Key Cabinet	2	0	0
Kitchen Unit	2	25	50
Label Maker	1	0	0
Locker	4	5	20
Mail Boxes, Staff	1	30	30
Mail Delivery Cart	1	20	20
Microwave Oven	2	0	0
Mirror	3	0	0
Mop Bucket	1	4	4
Paper Cutter	1	0	0
Paper Towel Dispenser	5	0	0
Postage Meter/Scale	2	0	0
Preparation Counter	1	55	55
Presentation Center	1	0	0
Queuing Space (Per Person)	15	6	90
Rack, Literature Display Handout	1	0	0
Rack, Literature Display Handout	2	15	30
Recycling Bin	5	15	75
Safe, Floor	1	0	0
Shelving, Industrial	7	15	105
Sign, Announcement	1	0	0
Sink And Counter	3	0	0
Sink, Mop	1	6	6
Soap Dispenser	5	0	0
Stall	5	0	0
Stool, Kick-Step	2	0	0
Storage Cabinet	6	18	108
Supply Cabinet	4	18	72
Tool Box	1	0	0
Typewriter, Electric	3	0	0
Urinal	2	0	0
Waste Basket	36	4	144
White Board	6	0	0

Totals for Item Types

Staff Workspace

ITEM			TOTAL
<u>Type of Item</u>	<u>ITEM</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>
Cabinets, Above Counter	32	0	0
Cabinets, Below Counter	24	0	0
Chair, Café	4	0	0
Chair, Conference Room	10	0	0
Chair, Conference Room	4	12	48
Chair, Library Director's	1	0	0
Chair, Professional's	1	0	0
Chair, Staff Lounge	4	35	140
Chair, Task	21	0	0
Chair, Visitor's	6	15	90
Computer Stand	1	20	20
Credenza	1	25	25
Credenza	1	28	28

Building Program

Desk, Bookstore	1	60	60
Desk, Clerical	2	55	110
Desk, Instructor's	1	70	70
Desk, Library Director's	1	80	80
Desk, Reception	1	60	60
Desk, Secretarial W/ Return	1	60	60
File Cabinet	6	12	72
Shelving, Metal (6)	3	25	75
Shelving, DF 90"h Steel W/14 Shelves	24	18	432
Shelving, SF 42"h Wood W/ 3 Shelves	5	14	70
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Shelving, SF 84"h Wood W/ 6 Shelves	2	14	28
Shelving, SF 90"h Steel W/ 7 Shelves	7	12	84
Stool	3	0	0
Table, Café	1	60	60
Table, Conference	1	110	110
Table, Conference	1	195	195
Typewriter Stand	3	20	60
Workstation	1	45	45
Workstation, Bookstore Service Counter	1	45	45
Workstation, Children's Desk	1	80	80
Workstation, Children's Office System	2	50	100
Workstation, Circ Chk-In Office System	2	50	100
Workstation, Circulation Check-Out Desk	3	80	240
Workstation, Clerical Counter	1	40	40
Workstation, Computer Tech's Counter	2	35	70
Workstation, Food Preparation Counter	1	30	30
Workstation, Food Preparation Counter	1	40	40
Workstation, Friends' Work Counter	1	40	40
Workstation, Processing Counter	1	40	40
Workstation, Reference Desk	2	65	130
Workstation, Reference Office System	2	50	100
Workstation, Shipping & Receiving Counter	1	40	40
Workstation, Volunteer's Office System	1	50	50

Totals for Item Types

Technology

<u>Type of Item</u>	<u>ITEM</u>	<u>ITEM</u> <u>Sq. Ft.</u>	<u>TOTAL</u> <u>Sq. Ft.</u>
AV/Technology Equipment Cart, Large	1	15	15
AV/Technology Equipment Cart, Small	1	10	10
Bar Code Reader, Fixed Mount	4	0	0
Bar Code Reader, Hand-Held	4	0	0
CD Tower	1	0	0
CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	31	0	0
Chair, Technology Workstation Task	4	0	0
Computer Stand	1	20	20
Computer, OPAC Desktop	9	0	0
Computer, Public Desktop	24	0	0
Computer, Staff Desktop	20	0	0
Console, Computer System	1	0	0
Copier, B&W Freestanding	2	50	100
Copier, Color Freestanding	1	50	50

Building Program

Disc Drive (External)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	1	0	0
FAX Machine, Desktop	1	0	0
FAX Machine, Desktop Coin-Operated	1	0	0
Fire Extinguisher, Halon	1	0	0
People Counter, Electronic Eye	2	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	14	0	0
Printer, Ink-Jet (Color)	11	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	7	0	0
Printer, Laser (Color)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	4	0	0
Projection Screen, Wall Mounted	2	0	0
Projector, Desktop	1	0	0
Rack, Computer/Communications Equip	2	30	60
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Security System Book & Media Resensitizer	1	0	0
Security System Book Resensitizer	2	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Gates, Inventory Control	1	0	0
Security System Gates, Inventory Control	2	75	150
Security System Media Resensitizer	1	0	0
Server, Desktop / Rack Mount	2	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	1	30	30
Technology Carrel	4	35	140
Technology Carrel	2	40	80

	ITEM	TOTAL	
<u>Type of Item</u>	<u>ITEM</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>
Technology Carrel	2	45	90
Technology Carrel, Adjustable (Manual) Height	2	45	90
Technology Counter	2	20	40
Technology Counter	2	30	60
Technology Counter	1	50	50
Technology Training Table, Computer Lab	10	45	450
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	20	0	0
Telephones, Public Pay (2 Heights)	2	0	0
TV Monitor, 27"	2	0	0
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Vendor Card Encoder/Dispenser	1	0	0
Video Cassette Player/Recorder	2	0	0

Building Program

2. List by Type of Space and Square Footage

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	SPACE	DIVISION
Furniture and Equipment		<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	
<u>ADMINISTRATION</u>					<u>1,220</u>
LIBRARY DIRECTOR'S OFFICE				291	
Chair, Conference Room	4	0	0		
Chair, Library Director's	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop	1	0	0		
Credenza	1	25	25		
Desk, Library Director's	1	80	80		
File Cabinet, Vertical (Four Drawer)	1	14	14		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 42"h Wood W/ 3 Shelves	2	14	28		
Table, Conference	1	110	110		
Telephone Handset	1	0	0		
Waste Basket	1	4	4		
PASSPORT OFFICE/STAFF CONFERENCE ROOM				365	
Chair, Conference Room	6	0	0		
Chair, Conference Room	4	12	48		
Clock	1	0	0		
Coat & Hat Rack	1	20	20		
Credenza	1	28	28		
Easel	1	30	30		
File Cabinet	1	12	12		
Shelving, SF 84"h Wood W/ 6 Shlvs	2	14	28		
Table, Conference	1	195	195		
Telephone Handset	1	0	0		
Waste Basket	1	4	4		
PROFESSIONAL STAFF				236	
Bulletin Board	1	0	0		
Chair, Task	2	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop	2	0	0		
Desk, Clerical	2	55	110		
File Cabinet, Vertical (Four Drawer)	2	14	28		
Printer, Laser (B&W)	2	0	0		
Shelving, SF 42"h Wood W/ 3 Shelves	2	14	28		
Telephone Handset	2	0	0		
Workstation, Clerical Counter	1	40	40		
RECEPTION & WAITING AREA				184	
Chair, Task	1	0	0		
Chair, Visitor's	3	15	45		
	UNIT	UNIT	EXTENDED	SPACE	DIVISION

Building Program

Furniture and Equipment		<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>
Clock	1	0	0	
Coat & Hat Rack	1	20	20	
Computer Stand	1	20	20	
Computer, Staff Desktop	1	0	0	
Desk, Reception	1	60	60	

SECRETARIAL OFFICE				144
Chair, Professional's	1	0	0	
Chair, Visitor's	2	15	30	
Computer, Staff Desktop	1	0	0	
Desk, Secretarial W/ Return	1	60	60	
File Cabinet, Lateral (Four Drawer)	1	20	20	
Printer, Laser (Color)	1	0	0	
Rack, Literature Display Handout	1	15	15	
Table, End	2	12	24	
Telephone Handset	1	0	0	
SF 42"h Wood W/ 3 Shelves	1	14	14	
Telephone Handset	1	0	0	
Typewriter Stand	1	20	20	
Typewriter, Electric	1	0	0	

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	SPACE DIVISION
Furniture and Equipment	<u>Qty</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>

AUDIO-VISUAL LIBRARY 870

AV COLLECTION & SEATING 870

Bench (2 Person)	2	15	30
Computer, OPAC Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Technology Carrel	1	30	30
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves			
1,462 Audio Book Cassette	10	12	120
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves			
864 Audio Book Cassette	6	12	72
Audio Cassette "Spinner" W/ 4 Rotor Towers			
504 Audio Cassette	1	70	70
Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shelves			
250 Audio Cassette	2	12	24
Compact Disc, CD-ROM & DVD Display Browser			
144 CD-ROM	1	24	24
Compact Disc, CD-ROM & DVD Display Browser			
175 Audio Compact Disc (CD)	1	24	24
Compact Disc, CD-ROM & DVD Display Browser			
1,080 DVD	3	24	72

AV COLLECTION & SEATING 870

Compact Disc, CD-ROM & DVD Display Browser			
864 Audio Book (ROM)	2	24	48

Building Program

Compact Disc, CD-ROM & DVD Display Browser

864	Audio Compact Disc	2	24	48
-----	--------------------	---	----	----

Video Cassette DF 66" Shelving Unit W/10 Divider Shelves

1,050	Video Cassette	4	20	80
-------	----------------	---	----	----

Video Cassette DF 66" Shelving Unit W/10 Divider Shelves

750	Video Cassette	3	20	60
-----	----------------	---	----	----

Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves

1,920	Video Cassette	14	12	168
-------	----------------	----	----	-----

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	SPACE	DIVISION
Furniture and Equipment	<u>Qty</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>

BROWSING

304

NEW BOOK DISPLAY

304

Chair, Lounge	4	35	140
Waste Basket	1	4	4
42" Aisle DF 42"H Steel Shelving W/ 4 Shelves			
750 New Books	8	20	160

CHILDREN'S LIBRARY

2,697

CHILDREN'S COLLECTION & SEATING

946

Chair, Child's	32	0	0
Table, Children's	8	80	640
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves			
3,960 Children's Picture Books	11	18	198
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves			
1,911 Children's Easy Readers	6	18	108

CHILDREN'S DESK

102

Book Truck	1	10	10
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Telephone Handset	1	0	0
Workstation, Children's Desk	1	80	80
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves			
45 Children's Ready Ref	1	12	12

CHILDREN'S ENTRANCE (INTERIOR)

0

Bulletin Board	1	0	0
----------------	---	---	---

CHILDREN'S ON-LINE PUBLIC ACCESS CATALOG (OPAC)

80

Chair, Technology Workstation	2	0	0
Computer, OPAC Desktop	2	0	0
Printer, Laser (B&W)	1	0	0

Building Program

CHILDREN'S ON-LINE PUBLIC ACCESS CATALOG (OPAC)

80

Technology Carrel	2	40	80
-------------------	---	----	----

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	SPACE	DIVISION
Furniture and Equipment	<u>Qty</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>

CHILDREN'S REFERENCE COLLECTION & SEATING

421

Atlas Case, Child's	1	25	25
Chair, Juvenile	4	0	0
Chair, Tech Workstation Task	1	0	0
Computer, Public Desktop	1	0	0
Dictionary Stand, Child's	1	12	12
File Cabinet, Vertical (4 Drawer)	1	14	14
Printer, Laser (B&W)	1	0	0
Table, Juvenile	1	85	85
Tech Carrel, Adjustable Height	1	45	45
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves			
1,405 Children's Reference	20	12	240

CHILDREN'S WORKROOM

79

AV/Tech Equipment Cart, Large	1	15	15
Cabinets, Above Counter	1	0	0
CD/Cassette Tape Player	1	0	0
Children's Craft Counter	1	35	35
Clock	1	0	0
DVD Player	1	0	0
Shelving, Metal (6)	1	25	25
TV Monitor, 27"	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	4	4

JUVENILE COLLECTION & SEATING

1,069

Chair, Juvenile	12	0	0
Table, Juvenile	3	85	255
Waste Basket	2	4	8
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves			
25 Children's Bck Iss Mags	3	18	54
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves			
6,375 Juvenile Fiction	17	18	306
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves			
8,190 Juvenile Non-Fiction	21	18	378
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves			
12 Children's Current Mags	2	12	24
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves			
19 Children's Current Mags	2	22	44

Building Program

CIRCULATION SERVICES

2,285

CIRCULATION DESK

578

Bar Code Reader, Fixed Mount	4	0	0
------------------------------	---	---	---

LIBRARY SPACE NAME Furniture and Equipment

UNIT
Qty

UNIT
Sq. Ft.

EXTENDED
Sq. Ft.

SPACE DIVISION
Sq. Ft.

CIRCULATION DESK

578

Book Bin, Depressible	1	0	0
Book Truck	8	10	80
Cash Register	1	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
Printer, Ink-Jet (B&W)	4	0	0
Printer, Receipt	4	0	0
Queuing Space (Per Person)	10	6	60
Security System Gates, Inventory Control	2	75	150
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Telephone Handset	2	0	0
Waste Basket	3	4	12
Workstation, Circulation Check-Out Desk	3	80	240

COMPUTER/TELECOMMUNICATIONS ROOM

282

Bulletin Board	1	0	0
CD Tower	1	0	0
Chair, Technology Workstation Task	2	0	0
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
Computer, Staff Desktop	1	0	0
Console, Computer System	1	0	0
Disc Drive (External)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Fire Extinguisher, Halon	1	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Rack, Computer/Communications Equip	2	30	60
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	2	0	0
Supply Cabinet	1	18	18
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	2	28	56
Telecommunications Equip/Hub/ Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptible Powr Supply Mult Devices	1	10	10
Waste Basket	2	4	8
White Board	1	0	0
Workstation, Computer Tech's Counter	2	35	70

Building Program

COPY CENTER				198
Cabinets, Above Counter (Lockable)	8	0	0	
Cabinets, Below Counter (Lockable)	8	0	0	
Change Machine (Bill & Coin)	1	15	15	
Copier, B&W Freestanding	1	50	50	
Copier, Color Freestanding	1	50	50	
FAX Machine, Desktop Coin-Operated	1	0	0	
Preparation Counter	1	55	55	
Typewriter Stand	1	20	20	
Typewriter, Electric	1	0	0	
Vendor Card Encoder/Dispenser	1	0	0	
Waste Basket	2	4	8	
 STAFF/SERVICE ENTRANCE				 45
Bulletin Board	1	0	0	
White Board	1	0	0	
Workstation	1	45	45	
 STAFF LOUNGE				 355
Bulletin Board	1	0	0	
Cabinets, Above Counter	6	0	0	
Cabinets, Below Counter	6	0	0	
Chair, Café	4	0	0	
Chair, Staff Lounge	4	35	140	
Coffee Maker/Urn	1	0	0	
Cot, Sick Bay	1	40	40	
Garbage Bin, Interior	1	15	15	
Hot Water Urn	1	0	0	
Kitchen Unit	1	25	25	
Locker	4	5	20	
Microwave Oven	1	0	0	
Paper Towel Dispenser	1	0	0	
Recycling Bin	1	15	15	
Soap Dispenser	1	0	0	
Table, Café	1	60	60	
Telephone Handset	1	0	0	
Workstation, Food Preparation Counter	1	40	40	
 STAFF REST ROOMS				 215
Commode	1	0	0	
Mirror	1	0	0	
Paper Towel Dispenser	1	0	0	
Sink And Counter	1	0	0	
Soap Dispenser	1	0	0	
 STAFF WORKROOM				 827
Bar Code Reader, Hand-Held	4	0	0	
Binding Machine	1	0	0	
Book Truck	6	10	60	

Building Program

Cabinets, Above Counter	18	0	0
Cabinets, Below Counter	18	0	0
Chair, Task	8	0	0
Clock	1	0	0
Computer, Staff Desktop	6	0	0
Copier, B&W Freestanding	1	50	50
FAX Machine, Desktop	1	0	0
File Cabinet, Vertical (Four Drawer)	4	14	56
First Aid Kit	1	0	0
In & Out Board	1	0	0
Key Cabinet	1	0	0
Label Maker	1	0	0
Mail Boxes, Staff	1	30	30
Paper Cutter	1	0	0
Postage Meter/Scale	1	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	1	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
Security System Book & Media Resensitizer	1	0	0
Security System Book Resensitizer	2	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Media Resensitizer	1	0	0
Shelving, DF 90"h Steel W/14 Shelves	4	18	72
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
Stool	2	0	0
Telephone Central Station	1	0	0
Telephone Handset	6	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Waste Basket	8	4	32
White Board	1	0	0
Workstation, Children's Office System	2	50	100
Workstation, Circ Check-In Office System	2	50	100
Workstation, Processing Counter	1	40	40
Workstation, Reference Office System	2	50	100
Workstation, Volunteer's Office System	1	50	50
36" Aisle DF 90"H Steel Shel W/ 12 Shlvs	3	18	54
87 Back Issue Magazines			

FICTION COLLECTION

1,606

FICTION COLLECTION & SEATING

1,606

Chair, Group Study	16	0	0
Chair, Lounge	8	35	280
Clock	2	0	0
Computer, OPAC Desktop	2	0	0
Table, End	2	12	24
Table, Reader's	4	90	360
Technology Carrel	2	35	70

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	SPACE	DIVISION
Furniture and Equipment	<u>Qty</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>

Building Program

36" Aisle DF 90"H Steel Shel W/ 14 Shlvs	24	18	432
7,832 Fiction			
36" Aisle SF 90"H Steel Shel W/ 7 Shlvs	8	12	96
1,339 Large Print			
36" Aisle SF 90"H Steel Shel W/ 7 Shlvs	17	12	204
2,700 Mysteries			
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
771 Paperbacks			

GENERAL BUILDING SERVICES

593

CUSTODIAL WORKROOM

92

Cleaning Cart	1	15	15
First Aid Kit	1	0	0
Garbage Bin, Interior	1	15	15
Hand Truck	1	4	4
Key Cabinet	1	0	0
Mop Bucket	1	4	4
Recycling Bin	1	15	15
Shelving, Industrial	1	15	15
Sink, Mop	1	6	6
Stool	1	0	0
Supply Cabinet	1	18	18
Tool Box	1	0	0

FRIENDS' BOOK STORAGE & WORKROOM

91

Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Chair, Task	2	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves	3	12	36
Workstation, Friends' Work Counter	1	40	40

GENERAL LIBRARY STORAGE ROOM

326

Box, Cardboard	20	4	80
File Cabinet	4	12	48
Shelving, Industrial	6	15	90
Storage Cabinet	4	18	72
Supply Cabinet	2	18	36

LOADING AREA (exterior area)

0

ELECTRICAL EQUIPMENT ROOM

76

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	SPACE	DIVISION
Furniture and Equipment	<u>Qty</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>

SHIPPING & RECEIVING

84

Box, Cardboard	5	4	20
Bulletin Board	1	0	0

Building Program

Mail Delivery Cart	1	20	20
Postage Meter/Scale	1	0	0
Waste Basket	1	4	4
Workstation, Ship&Recving Cnter	1	40	40

HERITAGE ROOM

526

HERITAGE ROOM

526

Case, Exhibit	4	35	140
Chair, Lounge	6	35	210
Chair, Reader's	4	0	0
Clock	1	0	0
File Cabinet, Lateral (Four Drawer)	2	20	40
Table, End	3	12	36
Table, Reader's	1	100	100

LIBRARY ENTRANCE

585

FRIENDS OF THE LIBRARY BOOKSTORE

585

Cabinets, Above Counter	1	0	0
Cash Register	1	0	0
Chair, Lounge	2	35	70
Chair, Task	1	0	0
Clock	1	0	0
Computer, Public Desktop	1	0	0
Desk, Bookstore	1	60	60
File Cabinet	1	12	12
Printer, Ink-Jet (B&W)	1	0	0
Rack, Literature Display Handout	1	15	15
Recycling Bin	1	15	15
Shelving, DF 90"h Steel W/14 Shlvs	20	18	360
Sign, Announcement	1	0	0
Telephone Handset	1	0	0
Waste Basket	2	4	8
Workstation, Bookstore Srv Cnter	1	45	45

PUBLIC ENTRANCE & LOBBY

577

Bench, Lobby (2 Person)	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
People Counter, Electronic Eye	2	0	0
Rack, Literature Display Handout	1	0	0

LIBRARY SPACE NAME Furniture and Equipment

UNIT
Qty

UNIT
Sq. Ft.

EXTENDED
Sq. Ft.

SPACE
Sq. Ft.

DIVISION
Sq. Ft.

Security System Gates, Inventory Control	1	0	0
Telephones, Public Pay (2 Heights)	2	0	0

PUBLIC REST ROOMS

438

Commode	5	0	0
---------	---	---	---

Building Program

Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0
Stall	5	0	0
Urinal	2	0	0

NON-FICTION COLLECTION

1,940

NON-FICTION COLLECTION & SEATING

1,940

Carrel, Reader's Wood	4	35	140
Chair, Lounge	4	35	140
Chair, Reader's	24	0	0
Chair, Technology Workstation	2	0	0
Table, Reader's	6	100	600
Technology Carrel	2	35	70
36" Aisle DF 90"H Steel Shelv W/ 14 Shlvs	55	18	990
18,437 Non-Fiction			

PERIODICALS COLLECTION

700

CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING

700

Chair, Lounge	4	35	140
Chair, Reader's	4	0	0
Table, End	2	12	24
Table, Reader's	1	80	80
Waste Basket	2	4	8
44" Aisle DF 66"H Mag Dsply SW/6 Shlvs	7	22	154
120 Current Magazines			
44" Aisle SF 66"H Mag Dsply SW/3 Shlvs	17	14	238
145 Current Magazines			
44" Aisle SF 66"H Mag Dsply SW/3 Shlvs	2	14	28
10 Current Newspapers			

CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING

700

44" Aisle SF 66"H Newspr Dsply W/3 Shlv	2	14	28
10 Current Newspapers			

LIBRARY SPACE NAME Furniture and Equipment

UNIT
Qty

UNIT
Sq. Ft.

EXTENDED
Sq. Ft.

SPACE
Sq. Ft.

DIVISION
Sq. Ft.

PUBLIC MEETING ROOMS

1,474

AV, CHAIR & TABLE STORAGE ROOM

145

AV/Technology Equipment Cart, Small	1	10	10
CD/Cassette Tape Player	1	0	0
Dolly, Chair	5	15	75

Building Program

Dolly, Table	4	15	60
Projector, Desktop	1	0	0
TV Monitor, 27"	1	0	0
Video Cassette Player/Recorder	1	0	0

CONFERENCE ROOM

199

Chair, Conference Room	6	0	0
Clock	1	0	0
Presentation Center	1	0	0
Table, Conference	1	195	195
Waste Basket	1	4	4

KITCHENETTE

70

Cabinets, Above Counter (Lockable)	4	0	0
Cabinets, Below Counter (Lockable)	4	0	0
Coffee Maker/Urn	2	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit	1	25	25
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Soap Dispenser	1	0	0
Workstation, Food Preparation Counter	1	30	30

THEATER

1,060

Chair, Meeting Room - Stacking	100	10	1,000
Clock	1	0	0
Lectern (w/ Space Portable Computer)	1	60	60
Projection Screen, Wall Mounted	1	0	0
Table, Meeting Room	16	0	0
White Board	1	0	0

REFERENCE SERVICES

1,624

ON-LINE PUBLIC ACCESS CATALOG (OPAC)

100

Chair, Technology Workstation	2	0	0
Computer, OPAC Desktop	4	0	0

ON-LINE PUBLIC ACCESS CATALOG (OPAC)

100

Printer, Ink-Jet (B&W)	4	0	0
------------------------	---	---	---

LIBRARY SPACE NAME

Furniture and Equipment

UNIT

Qty

UNIT

Sq. Ft.

EXTENDED

Sq. Ft.

SPACE

Sq. Ft.

DIVISION

Sq. Ft.

Technology Counter	2	20	40
Technology Counter	2	30	60

REFERENCE COLLECTION & SEATING

962

Atlas Case	1	25	25
Chair, Reader's	8	0	0
Chair, Technology Workstation	3	0	0

Building Program

Dictionary Stand	1	10	10
Stool, Kick-Step	2	0	0
Table, Reader's	2	100	200
Technology Carrel	2	45	90
Technology Carrel, Adjustable Height	1	45	45
Waste Basket	4	4	16
36" Aisle DF 45"H Steel SW/ 6 Shelves	3	18	54
315 Reference (Encyclopedias, Directories, Etc.)			
36" Aisle DF 90"H Steel SW/ 12 Shelves	29	18	522
6,250 Reference			

REFERENCE DESK

263

Chair, Task	2	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop	2	0	0
File Cabinet, Lateral (Two Drawer)	1	20	20
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	5	6	30
Telephone Handset	2	0	0
Waste Basket	2	4	8
Workstation, Reference Desk	2	65	130
36" Aisle SF 45"H Steel SW/ 3 Shelves	5	12	60
235 Ready Reference			

STUDY/TUTORING ROOM A

179

Chair, Group Study	6	0	0
Clock	1	0	0
Table, Group Study	1	175	175
Waste Basket	1	4	4
White Board	1	0	0

STUDY/TUTORING ROOM B

120

Chair, Group Study	4	0	0
Table, Group Study	1	120	120

LIBRARY SPACE NAME Furniture and Equipment

UNIT
Qty

UNIT
Sq. Ft.

EXTENDED
Sq. Ft.

SPACE
Sq. Ft.

DIVISION
Sq. Ft.

COMPUTER RESOURCE CENTER

606

COMPUTER RESOURCE CENTER

606

Bulletin Board	1	0	0
Chair, Technology Workstation	20	0	0
Chair, Technology Workstation Task	1	0	0
Computer, Public Desktop	21	0	0
Desk, Instructor's	1	70	70

Building Program

Printer, Ink-Jet (Color)	11	0	0
Projection Screen, Wall Mounted	1	0	0
Shelving, Metal (6)	2	25	50
Storage Cabinet	2	18	36
Technology Training Table, Computer Lab	10	45	450
White Board	1	0	0

YOUNG ADULT SERVICES

436

YOUNG ADULT COLLECTION & SEATING

436

Chair, Lounge	4	35	140
Chair, Reader's	4	0	0
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Reader's	1	90	90
Technology Counter	1	50	50
Waste Basket	2	4	8
36" Aisle SF 66"H Steel SW/ 5 Shelves	10	12	120
1,697 Young Adult			
44" Aisle SF 66"H Mag Dsply SW/3 Shlvs	2	14	28
10 Young Adult Current Magazines			

Net Assignable Square Footage:

17,466

Non-Assignable Square Footage (@ 30% of Gross): 7,485

Gross Square Footage:

24,951

Building Program

3. Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Atlas Case	1	25	25
Atlas Case, Child's	1	25	25
AV/Technology Equipment Cart, Large	1	15	15
AV/Technology Equipment Cart, Small	1	10	10
Bar Code Reader, Fixed Mount	4	0	0
Bar Code Reader, Hand-Held	4	0	0
Bench (2 Person)	2	15	30
Bench, Lobby (2 Person)	1	0	0
Binding Machine	1	0	0
Book Bin, Depressible	1	0	0
Book Truck	15	10	150
Box, Cardboard	25	4	100
Bulletin Board	8	0	0
Cabinets, Above Counter	32	0	0
Cabinets, Above Counter (Lockable)	12	0	0
Cabinets, Below Counter	24	0	0
Cabinets, Below Counter (Lockable)	12	0	0
Carrel, Reader's Wood	4	35	140
Case, Exhibit	4	35	140
Cash Register	2	0	0
CD Tower	1	0	0
CD/Cassette Tape Player	2	0	0
Chair, Café	4	0	0
Chair, Child's	32	0	0
Chair, Conference Room	16	0	0
Chair, Conference Room	4	12	48
Chair, Group Study	26	0	0
Chair, Juvenile	16	0	0
Chair, Library Director's	1	0	0
Chair, Lounge	32	35	1,120
Chair, Meeting Room - Stacking	100	10	1,000
Chair, Professional's	1	0	0
Chair, Reader's	44	0	0
Chair, Staff Lounge	4	35	140
Chair, Task	21	0	0
Chair, Technology Workstation	31	0	0
Chair, Technology Workstation Task	4	0	0
Chair, Visitor's	6	15	90
Chair, Visitor's	4	15	60
Change Machine (Bill & Coin)	1	15	15
Children's Craft Counter	1	35	35
Cleaning Cart	1	15	15
Clock	13	0	0
Coat & Hat Rack	2	20	40
Coffee Maker/Urn	3	0	0
Commode	6	0	0
Computer Stand	2	20	40
	UNIT	UNIT	EXTENDED

Building Program

Furniture and Equipment	QTY	Sq. Ft.	Sq. Ft.
<u>Inventory Items:</u>			
Computer, OPAC Desktop	9	0	0
Computer, Public Desktop	24	0	0
Computer, Staff Desktop	20	0	0
Console, Computer System	1	0	0
Copier, B&W Freestanding	2	50	100
Copier, Color Freestanding	1	50	50
Cot, Sick Bay	1	40	40
Credenza	1	25	25
Credenza	1	28	28
Desk, Bookstore	1	60	60
Desk, Clerical	2	55	110
Desk, Instructor's	1	70	70
Desk, Library Director's	1	80	80
Desk, Reception	1	60	60
Desk, Secretarial W/ Return	1	60	60
Diaper Changing Counter	2	0	0
Dictionary Stand	1	10	10
Dictionary Stand, Child's	1	12	12
Disc Drive (External)	1	0	0
Dolly, Chair	5	15	75
Dolly, Table	4	15	60
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	1	0	0
Easel	1	30	30
FAX Machine, Desktop	1	0	0
FAX Machine, Desktop Coin-Operated	1	0	0
File Cabinet	6	12	72
File Cabinet, Lateral (Four Drawer)	3	20	60
File Cabinet, Lateral (Two Drawer)	1	20	20
File Cabinet, Vertical (Four Drawer)	8	14	112
Fire Extinguisher, Halon	1	0	0
First Aid Kit	2	0	0
Garbage Bin, Interior	3	15	45
Hand Dryer	2	0	0
Hand Truck	1	4	4
Hot Water Urn	2	0	0
In & Out Board	1	0	0
Key Cabinet	2	0	0
Kitchen Unit	2	25	50
Label Maker	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
Locker	4	5	20
Mail Boxes, Staff	1	30	30
Mail Delivery Cart	1	20	20
Microwave Oven	2	0	0
Mirror	3	0	0
Mop Bucket	1	4	4
Paper Cutter	1	0	0
	UNIT	UNIT	EXTENDED
Furniture and Equipment	QTY	Sq. Ft.	Sq. Ft.

Building Program

Inventory Items:

Paper Towel Dispenser	5	0	0
People Counter, Electronic Eye	2	0	0
Postage Meter/Scale	2	0	0
Preparation Counter	1	55	55
Presentation Center	1	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	14	0	0
Printer, Ink-Jet (Color)	11	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	7	0	0
Printer, Laser (Color)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	4	0	0
Projection Screen, Wall Mounted	2	0	0
Projector, Desktop	1	0	0
Queuing Space (Per Person)	15	6	90
Rack, Computer / Communications Equipment	2	30	60
Rack, Literature Display Handout	1	0	0
Rack, Literature Display Handout	2	15	30
Recycling Bin	5	15	75
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Safe, Floor	1	0	0
Security System Book & Media Resensitizer	1	0	0
Security System Book Resensitizer	2	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Gates, Inventory Control	1	0	0
Security System Gates, Inventory Control	2	75	150
Security System Media Resensitizer	1	0	0
Server, Desktop / Rack Mount	2	0	0
Shelving, DF 90"h Steel W/14 Shelves	24	18	432
Shelving, Industrial	7	15	105
Shelving, Metal (6)	3	25	75
Shelving, SF 42"h Wood W/ 3 Shelves	5	14	70
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Shelving, SF 84"h Wood W/ 6 Shelves	2	14	28
Shelving, SF 90"h Steel W/ 7 Shelves	7	12	84
Sign, Announcement	1	0	0
Sink And Counter	3	0	0
Sink, Mop	1	6	6
Soap Dispenser	5	0	0
Stall	5	0	0
Stool	3	0	0
Stool, Kick-Step	2	0	0
Storage Cabinet	6	18	108
Supply Cabinet	4	18	72
Table, Café	1	60	60
Table, Children's	8	80	640
Table, Conference	1	110	110
Table, Conference	2	195	390
	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.

Furniture and Equipment

Inventory Items:

Building Program

Table, End	9	12	108
Table, Group Study	1	120	120
Table, Group Study	1	175	175
Table, Juvenile	4	85	340
Table, Meeting Room	16	0	0
Table, Reader's	1	80	80
Table, Reader's	5	90	450
Table, Reader's	9	100	900
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	1	30	30
Technology Carrel	4	35	140
Technology Carrel	2	40	80
Technology Carrel	2	45	90
Technology Carrel, Adjustable (Manual) Height	2	45	90
Technology Counter	2	20	40
Technology Counter	2	30	60
Technology Counter	1	50	50
Technology Training Table, Computer Lab	10	45	450
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	20	0	0
Telephones, Public Pay (2 Heights)	2	0	0
Tool Box	1	0	0
TV Monitor, 27"	2	0	0
Typewriter Stand	3	20	60
Typewriter, Electric	3	0	0
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Urinal	2	0	0
Vendor Card Encoder/Dispenser	1	0	0
Video Cassette Player/Recorder	2	0	0
Waste Basket	36	4	144
White Board	6	0	0
Workstation	1	45	45
Workstation, Bookstore Service Counter	1	45	45
Workstation, Children's Desk	1	80	80
Workstation, Children's Office System	2	50	100
Workstation, Circulation Check-In Office System	2	50	100
Workstation, Circulation Check-Out Desk	3	80	240
Workstation, Clerical Counter	1	40	40
Workstation, Computer Technician's Counter	2	35	70
Workstation, Food Preparation Counter	1	30	30
Workstation, Food Preparation Counter	1	40	40
Workstation, Friends' Work Counter	1	40	40
Workstation, Processing Counter	1	40	40
Workstation, Reference Desk	2	65	130
Workstation, Reference Office System	2	50	100
Workstation, Shipping & Receiving Counter	1	40	40
Workstation, Volunteer's Office System	1	50	50
<u>Inventory Sub-Total:</u>			<u>11,984</u>
	UNIT	UNIT	EXTENDED
Furniture and Equipment	QTY	Sq. Ft.	Sq. Ft.
<u>Inventory Items:</u>			

Building Program

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 4 Shelves	3	18	54
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	20	18	360
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	38	18	684
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	32	18	576
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	79	18	1,422
36" Aisle SF 45"H Mag Display Shelving W/ 2 Shlvs	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	26	12	312
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	26	12	312
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	25	12	300
42" Aisle DF 42"H Steel Shelving W/ 4 Shelves	8	20	160
44" Aisle DF 45"H Mag Display Shelving W/4 Shlvs	2	22	44
44" Aisle DF 66"H Mag Display Shelving W/6 Shlvs	7	22	154
44" Aisle SF 66"H Mag Display Shelving W/3 Shlvs	21	14	294
44" Aisle SF 66"H Newspaper Display Sh W/3 Sh	2	14	28
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	70	70
Audio Cassette SF 66" Sh Unit W/ 4 Divider Shelves	2	12	24
Compact Disc, CD-ROM & DVD Display Browser	9	24	216
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
Video Cassette DF 66" Sh Unit W/10 Divider Shelves	7	20	140
Video Cassette SF 66" ShUnit W/ 5 Divider Shelves	14	12	168

Shelving Sub-Total:

5,482

Total Net Assignable SqFt for Furniture and Equipment:

17,466

III. Spatial Relationships



Building Program

A. All Library Divisions

Administration

The Administration Division needs to be accessible to the public so it should be close to the Public Entrance and Lobby. Administration should also be close to the Staff Workroom and Staff/Service Entrance.

CLOSE:

Public Entrance and Lobby
Circulation Services
Staff Workroom and Staff/Service Entrance

Audio-Visual Library

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing

CLOSE:

Children's Library
Circulation Services
Library Entrance

AWAY:

Young Adult Services

Browsing

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library
Circulation Services

CLOSE:

Children's Library
Library Entrance
Fiction Collection

Building Program

Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing Area and the AV Collection. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Audio-Visual Library
Browsing

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

Circulation Services

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Administration
Audio-Visual Library
Browsing
Children's Library
Fiction Collection
General Building Services
Passport Office

Computer Resource Center

The major spatial relationship of this division is to the Reference Desk and Library Entrance. It will be available most hours the Library is opened to the public, with special instruction arranged by pre-registration of classes, and reserved daytime hours for student use during class visits.

ADJACENT:

Reference Desk

CLOSE:

Audio Visual
Reference Collection
Library Entrance

AWAY:

Heritage Room

Fiction Collection

Building Program

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

Audio-Visual Library
Browsing
Circulation Services
Reference Services
Non-Fiction Collection

General Building Services

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Electrical Equipment Room to isolate them from public spaces and staff offices. An exterior Loading Area will be located near the Staff/Service Entrance at the south side of the Library.

CLOSE:

Administrative Offices

AWAY:

Public Areas

Heritage Room

The only relationship for the Local History Collection is that it should be close to the Reference Division.

CLOSE:

Library Director's Office
Young Adult Services
Reference Division

Library Entrance

The Library Entrance Division is essentially a pass-through space, which patrons will use when visiting the library. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

Administrative Offices
Circulation Services
Public Meeting Rooms

CLOSE:

Audio-Visual Library
Browsing
Children's Library
Fiction Collection

AWAY:

General Building Services
Reference Services

Non-Fiction Collection

Building Program

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Fiction Collection
Young Adult Services
Reference Services

AWAY:

Audio Visual Collection
Children's Library

Periodicals Collection

The magazines and newspapers will be placed near the back of the Library with lounge seating. Access to the Circulation Services Division and to a Copy Center is required.

CLOSE:

Reference Services
Circulation Services
Copy Center

Public Meeting Rooms

The major spatial relationship of this division is to the Library Entrance Division. Since the Theater may be open when the rest of the library is closed, access must be provided through the main lobby to the Theater and Conference Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

Reference Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Heritage Room so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be near so that young adults can begin to use reference materials. The Periodicals Collection should be in the close to the Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Audio Visual Library

Building Program

Circulation Services
Fiction Collection
Heritage Room
Periodicals Collection
Computer Resource Center
Non Fiction Collection

NEAR:

Copy Center
Library Entrance
Young Adult Services

AWAY:

Children's Library

Young Adult Services

The Young Adult Division should be relatively close to the Library Director's Office so that staff can supervise the young people. It should be near the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the Young Adult Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should be located away from the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Library Director's Office

NEAR:

Circulation Services
Reference Services

AWAY:

Children's Library

Building Program

B. Spatial Relationships For Each Library Space

ADMINISTRATION

Library Director's Office

The Library Director's office must be adjacent to the Administrative Staff Offices. There should be a door from this office into the Staff Offices, which can be a secondary exit for the Director. The Director's Office should be close to the Secretary's office and near both the Staff Workroom and Staff Restrooms.

Patrons and visitors should be able to access the Library Director's Office without going through any back of house spaces. It should be adjacent to the Secretary's office to facilitate scheduling the Library Director's activities.

ADJACENT:

Secretary's Office

CLOSE:

Administrative Staff Office

NEAR:

Reception & Waiting Area
Staff Rest Rooms
Staff Workroom

Passport Office/Staff Conference Room

The Staff Conference Room must be near the Library Director's Office. It should also be close to the Administrative Staff Office and the Reception and Waiting Area.

ADJACENT:

Reception & Waiting Area

CLOSE:

Administrative Staff Office
Staff Conference Room

Professional Staff

This space must be close to the Reception and Waiting Area since the secretary will welcome visitors. This space should also be close to the Library Director's Office and the General Library Storage Room. It should be close to the Staff Conference Room to provide assistance during meetings.

Patrons and visitors should be able to access the Administrative Staff Office without going through any back of house spaces. It should be in the near the Public Entrance and Lobby.

ADJACENT:

Reception & Waiting Area
General Library Storage Room

CLOSE:

Library Director's Office
Staff Conference Room
Staff Rest Rooms
Staff Workroom

NEAR:

Public Entrance & Lobby

Reception & Waiting Area

Building Program

This space should be adjacent to the Administrative Staff Office. It should be close to the Staff Conference Room and the Library Director's Office. It should be in the close to the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office
Staff Conference Room

CLOSE:

Library Director's Office
Public Entrance & Lobby

Secretarial Office

The space should be adjacent to the Library Director's Office. It should be close to the Administrative offices.

ADJACENT:

Library Director's Office

CLOSE:

Administrative Staff Office
Passport Office
Public Entrance & Lobby

AUDIO-VISUAL LIBRARY

AV Collection & Seating

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Browsing / New Book Display

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Computer Resource Center
Public Entrance & Lobby

BROWSING

New Book Display

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and adjacent to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Audio Visual

CLOSE:

Children's Entrance (Interior)
Public Entrance & Lobby
Computer Resource Center
Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating

Building Program

Reference Collection & Seating

CHILDREN'S LIBRARY

Children's Collection & Seating

The Children's Collection and Seating Area needs to be adjacent to the Children's Entrance, Children's Desk and Children's On-Line Public Access Catalog (OPAC) so that staff can supervise the area and assist young children.

ADJACENT:

- Children's Desk
- Children's Entrance (Interior)
- Children's On-Line Public Access Catalog (OPAC)

CLOSE:

- Audio Visual
- Browsing
- Children's Workroom
- Juvenile Collection
- Public Entrance & Lobby
- Theater

NEAR:

- Computer Resource Center

Children's Desk

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections, as well as the Theater which will be used for Children's programming.

ADJACENT:

- Children's Entrance (Interior)
- Children's On-line Public Access Catalog (OPAC)
- Children's Reference Collection & Seating
- Children's Workroom
- Juvenile Collection & Seating

CLOSE:

- Audio Visual
- Browsing
- Public Entrance & Lobby
- Theater

NEAR:

- Computer Resource Center

Children's Entrance (Interior)

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas.

ADJACENT:

- Children's AV Collection & Seating
- Children's Desk
- On-line Public Access Catalog (OPAC)

CLOSE:

Building Program

AV Collection & Seating
Browsing / New Book Display
Public Entrance & Lobby
Theater
Circulation Desk

AWAY:

Reference Collection & Seating
Young Adult Collection & Seating

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned adjacent to the Children's and close to the Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Browsing
Children's Collection & Seating
Juvenile Collection & Seating

Children's Reference Collection & Seating

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk for quick staff access. It should also be adjacent to the Children's OPACs.

ADJACENT:

Children's Desk
Children's On-Line Public Access Catalog (OPAC)

CLOSE:

Juvenile Collection & Seating

Children's Workroom

The Children's Workroom Area should be close to the Children's Collection and Seating Area and adjacent to the Children's Desk.

ADJACENT:

Children's Desk

CLOSE:

Children's Collection & Seating

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. It should be close to the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance.

ADJACENT:

Children's Desk
Children's On-line Public Access Catalog (OPAC)
Children's Reference Collection & Seating

Building Program

CLOSE:

- Audio Visual
- Browsing
- Public Entrance & Lobby
- Theater

NEAR:

- Resource Center

CIRCULATION SERVICES

Circulation Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom, and close to the Copy Center. It should be close to the AV Collection and Seating, Browsing / New Book Display Area, and the Children's Entrance.

ADJACENT:

- Public Entrance & Lobby
- Public Restrooms
- Staff Workroom

CLOSE:

- AV Collection & Seating
- Children's Entrance (Interior)
- Copy Center
- Browsing / New Book Display

NEAR:

- Administrative Offices
- Current Magazine & Newspaper Display & Seating
- Fiction Collection & Seating
- Non-Fiction Collection & Seating
- Passport Office

Computer/Telecommunications Room

This space must be in a secured non-public area, close to and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

CLOSE:

- Staff Workroom

Copy Center

The Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

- Circulation Desk
- Public Entrance & Lobby
- Reference Collection & Seating

Building Program

NEAR:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Staff/Service Entrance

The Staff/Service Entrance should be close to the Staff Workroom and adjacent to the Staff Lounge. The positioning of the Staff/Service Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:

Staff Lounge

CLOSE:

Staff Workroom

Staff Lounge

The Staff Lounge should be close to the Staff Rest Room, which should not open directly into the Staff Lounge. The Staff Lounge should also be close to the Staff Workroom and adjacent to the Staff/Service Entrance and the Custodial Workroom.

ADJACENT:

Staff/Service Entrance

CLOSE:

Custodial Workroom
Staff Rest Room
Staff Workroom

Staff Rest Rooms

The Staff Rest Rooms should be close to the Staff Lounge but should not open into the lounge. These rest rooms should not be accessible to the public. They should be close to the Staff/Service Entrance, Staff work areas and the Custodial Workroom.

CLOSE:

Custodial Workroom
Staff Lounge
Staff Work Room

Staff Workroom

The Circulation Desk should be adjacent to the Staff Workroom. Staff will move frequently between these spaces. There must be easy access and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Circulation Desk

CLOSE:

Computer/Telecommunications Room
Library Director's Office
Shipping & Receiving
Staff/Service Entrance and Staff Lounge
Staff Rest Rooms

COMPUTER RESOURCE CENTER

Computer Resource Center

The Computer Resource Center should be accessible to staff and the reference collection.

ADJACENT:

Building Program

On-Line Public Access Catalog (OPAC)

Reference Desk

Reference Collection

CLOSE:

Nonfiction collection

AWAY:

Heritage Room

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located toward the front of the library close to the Circulation Desk and proximal to the main entrance to the library. The Fiction Collection should also be in near to the Browsing / New Book Display Area and adjacent to the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

ADJACENT:

AV Collection & Seating

Circulation Desk

CLOSE:

Reference Desk

On-Line Public Access Catalog (OPAC)

NEAR:

Browsing / New Book Display

Public Entrance & Lobby

GENERAL BUILDING SERVICES

Custodial Workroom

The Workroom should be adjacent to the General Library Storage Room, and close to the Staff Workroom.

ADJACENT:

General Library Storage

Staff Rest Rooms

CLOSE:

Staff Lounge

Staff Workroom

Friends' Book Storage & Workroom

The Friends' Book Storage & Workroom needs to be as close as possible to the Shipping and Receiving Area since there will be frequent deliveries to this area. In addition, there should be close near to the Friends' Bookstore, since volunteers will be moving books from storage to the Bookstore to stock the shelves.

CLOSE:

Friends' Bookstore

Shipping & Receiving

General Library Storage Room

Building Program

This area should be close to the Shipping and Receiving area. It should be easily accessible from the Staff Workroom and the Circulation Desk.

CLOSE:

Shipping & Receiving

Electrical Equipment Room with Exterior Access Only

This room should be located near the staff/service entrance.

ADJACENT:

Staff/Service Entrance

Shipping & Receiving

The Shipping and Receiving area should be adjacent to the General Library Storage, and close to the Custodial and Friends' Book Storage and Workroom

ADJACENT:

General Library Storage

CLOSE:

Custodial Workroom
Friends' Book Storage

Loading Area

A Loading Area will be located near the South Side of the Library. One extra size parking space will be identified with a sign and painted curb or cross sections within the parking space. Direct access to the Staff/Service Entrance is required.

ADJACENT:

Staff/Service Entrance

CLOSE:

General Library Storage
Custodial Workroom
Friends' Book Storage & Workroom

AWAY:

Public Service Areas

HERITAGE ROOM

Heritage Room

The Local History Collection should be in a low traffic area of the library, with sight lines to the Reference Desk so that staff can supervise the room.

CLOSE:

Library Director's Office
Reference Desk

LIBRARY ENTRANCE

Friends of the Library Bookstore

The Friends' Bookstore must be close to the Public Entrance and Lobby and highly visible as people enter and exit the library. Being located adjacent to the Friends' Storage and Workroom would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

Building Program

ADJACENT:

Friends' Storage Room

CLOSE:

Staff Conference Room

Public Entrance & Lobby

Public Entrance & Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Conference Room, Friends' Bookstore and Public Rest Rooms should all be accessible from the Lobby.

ADJACENT:

Circulation Desk

Conference Room

On-Line Public Access Catalog

Public Rest Rooms

CLOSE:

AV Collection & Seating

Children's Entrance (Interior)

Copy Center

Friends' Bookstore

New Book Display

NEAR:

Fiction Collection & Seating

Reception & Waiting Area (Administration)

AWAY:

General Building Services

Heritage Room

Shipping & Receiving

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Public Meetings Rooms Area. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Conference Room

Friends' Bookstore

Circulation Desk

Custodial Workroom

NEAR:

Custodial Workroom

General Building Services

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and close to the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

ADJACENT:

Building Program

Fiction Collection & Seating
Reference Collection & Seating

CLOSE:

Copy Center
Reference Desk
Heritage Room

AWAY:

Children's Library

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure.

CLOSE:

Reference Desk

NEAR:

Circulation Desk
Copy Center

PUBLIC MEETING ROOMS

AV, Chair & Table Storage Room

This room must be adjacent to the Theater and close to the Conference Room so that equipment can be moved back and forth easily. One door may open into the Theater. Access to this room should be possible from the Theater and Conference Room without disturbing meetings or programs in either of the rooms.

ADJACENT:

Theater
Conference Room

Conference Room

The Conference Room should be adjacent to the Public Entrance and Lobby and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair & Table Storage Room. The Conference Room should also be adjacent to the Theater.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette
Public Entrance & Lobby
Theater

CLOSE:

Public Rest Rooms

NEAR:

Custodial Workroom

Kitchenette

The Kitchenette should be close to the rear entrance of the Theater so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments may be

Building Program

served. A pass-through window may be included, so that light refreshments can be served without having to set up separate tables in the Theater. The Kitchenette should also be adjacent to the Conference Room for easy access.

ADJACENT:

Conference Room
Public Entrance & Lobby
Theater

Theater

The Theater should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be close to the rear entrance of the Theater so that refreshments can be brought in without disturbing a meeting or program. A pass-through window might be included, so that light refreshments can be served without having to set up separate tables. The Conference Room should be adjacent to the Theater as well.

ADJACENT:

AV, Chair & Table Storage Room
Conference Room
Kitchenette
Public Entrance & Lobby

CLOSE:

Public Rest Rooms

NEAR:

Custodial Closet

REFERENCE SERVICES

On-line Public Access Catalog (OPAC)

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

NEAR:

Public Entrance & Lobby

Reference Collection & Seating

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Reference Desk

CLOSE:

Copy Center
On-line Public Access Catalog (OPAC)

NEAR:

Non-Fiction Collection & Seating

AWAY:

Building Program

Children's Library

Reference Desk

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPAC cluster, the Computer Resource Center, and the Reference Collection for supervision and to provide assistance. The Desk should also be close to the Local History and Non-Fiction Collections and the Study/Tutoring Rooms. It should be in close near to the Young Adult Collection, Fiction Collection, and the Periodical Collection.

ADJACENT:

- Computer Resource Center
- On-line Public Access Catalog (OPAC)
- Reference Collection & Seating

CLOSE:

- Heritage Room/Local History Collection
- Non-Fiction Collection & Seating
- Study/Tutoring Rooms

NEAR:

- Fiction Collection & Seating
- Periodical Collection & Seating
- Young Adult Collection & Seating

AWAY:

- Children's Library

Study/Tutoring Room A

This room should be located in a prominent area with relatively high foot traffic and close to all staff areas. Easy access by patrons and ease for staff to unlock the door is a priority.

CLOSE:

- Circulation Desk
- Reference Desk
- Staff Workroom

Study/Tutoring Room B

This room should be located in a prominent area with relatively high foot traffic and close to all staff areas. Easy access by patrons and ease for staff to unlock the door is a priority.

ADJACENT:

- Circulation Desk
- Copy Center

CLOSE:

- Reference Desk and Reference Collection

AWAY:

- Children's Library

YOUNG ADULT SERVICES

Young Adult Collection & Seating

The Young Adult Collection and Seating area should be adjacent to the Study/Tutoring Rooms and near to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials, and will be going back and forth between these two areas. This area should also be near the Reference Desk so that staff can supervise the area, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist youth with homework assignments and encourage them to use other library resources.

Building Program

CLOSE:

Study/Tutoring Rooms
Reference Collection

NEAR:

AV Collection
Reference Desk

AWAY:

Children's Entrance

Building Program

IV. Summary of Facility Space Requirements

<u>LIBRARY DIVISION</u>	<u>Sq. Ft.</u>	<u>Percent of Total</u>
ADMINISTRATION	1,220	7%
AUDIO-VISUAL LIBRARY	870	5%
BROWSING	304	2%
CHILDREN'S LIBRARY	2,697	15%
CIRCULATION SERVICES	2,285	13%
FICTION COLLECTION	1,606	9%
GENERAL BUILDING SERVICES	593	3%
HERITAGE ROOM	526	3%
LIBRARY ENTRANCE	585	3%
NON-FICTION COLLECTION	1,940	11%
PERIODICALS COLLECTION	700	4%
PUBLIC MEETING ROOMS	1,474	8%
REFERENCE SERVICES	1,624	9%
COMPUTER RESOURCE CTR	606	3%
YOUNG ADULT SERVICES	436	2%
Net Assignable Square Footage:	17,466	100%
Non-Assignable Square Footage (@ 30% of Gross):		7,485
Gross Square Footage:		24,951

Building Program

V. Space Descriptions

ADMINISTRATION

1,220 Sq. Ft.

ADMINISTRATION FUNCTIONAL ACTIVITY

The primary function of the Administration Division is to provide offices for the library administration to perform its duties in planning and implementing the library's service program. In addition to the library director, there will be workstations for professional and support staff to assist with the operation of the library. A Staff Conference Room will serve as an administrative conference room for staff meetings.

A secondary function of this division is to facilitate the administration's relationships with governing bodies, organizations, patrons, job applicants, potential donors, and administrators outside the library. A strong focus of the library will be partnering with local businesses, schools and community organizations. The design and finishes must enhance both the library's image and its ability to host potential and current partners.

The Staff Conference Room will also serve as a Passport Office. This is a non-traditional service to provide revenue enhancement to the library budget. A quiet area for waiting is important to minimize disruption to the library. A discussion of distributing pagers to applicants while they wait is being investigated.

SPATIAL RELATIONSHIPS

The Administration Division needs to be accessible to the public so it should be in the near to the Public Entrance and Lobby. Administration should also be located in close near to the Staff Workroom and Staff/Service Entrance.

CLOSE:

Public Entrance and Lobby
Circulation Services
Staff Workroom and Staff/Service Entrance

AWAY:

Computer Resource Center

DIVISION SPACE SUMMARY

1,220 Sq. Ft.

Library Director's Office	291
Passport Office/Staff Conference Room	365
Professional Staff	236
Reception & Waiting Area	184
Secretarial Office	144
TOTAL:	1,220

Building Program

Library Director's Office

291 Sq. Ft.

Library Director's Office Functional Activity

The Library Director's Office is where the library's programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The Library Director's Office will often be used to welcome and meet with VIPs, including donors, government and library board officials, and corporate partners.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Library Director's office must be adjacent to the Administrative Staff Offices. There should be a door from this office into the Staff Offices, which can be a secondary exit for the Director. The Director's Office should be close to the Secretary's office and in the near both the Staff Workroom and Staff Restrooms.

Patrons and visitors should be able to access the Library Director's Office without going through any back of house spaces. It should be adjacent to the Secretary's office to facilitate scheduling the Library Director's activities.

ADJACENT:

Secretary's Office

CLOSE:

Administrative Staff Office

NEAR:

Reception & Waiting Area
Staff Rest Rooms
Staff Workroom

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The Library Director's office must have high-quality finishes and materials.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

Building Program

Floor

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Library Director's Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50-foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Building Program

Required signage includes a permanent room identification sign ("Library Director") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED		
<u>Description of Furniture & Equipment Units</u>		QTY	Sq. Ft.	Sq. Ft.
	Chair, Conference Room	4	0	0
	Chair, Library Director's	1	0	0
	Chair, Visitor's	2	15	30
	Computer, Staff Desktop	1	0	0
	Credenza	1	25	25
	Desk, Library Director's	1	80	80
	File Cabinet, Vertical (Four Drawer)	1	14	14
	Printer, Laser (B&W)	1	0	0
	Shelving, SF 42"h Wood W/ 3 Shelves	2	14	28
	Table, Conference	1	110	110
	Telephone Handset	1	0	0
	Waste Basket	1	4	4

Passport Office/Staff Conference Room**365 Sq. Ft.****Passport Office/Staff Conference Room
Functional Activity**

This room will be used to process passport applications and retain all passport forms. It will be available for staff meetings and small meetings as required. It is not open for public use without authorization of staff.

Occupancy

STAFF MEETING SEATS: 10

Relationships

The Staff Conference Room must be near the Library Director's Office. It should also be close to the Administrative Staff Office and the Reception and Waiting Area.

ADJACENT:

Reception & Waiting Area

CLOSE:

Administrative Staff Office
Staff Conference Room

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

The Conference Room should have high-quality finishes and materials. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

Ceiling

Acoustical tile

Walls

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

Floor

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

Building Program

The Conference Room will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors that serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Sound should be controlled so that noise from outside the room does not disturb occupants and vice versa, particularly given the confidential nature of many discussions. To achieve speech privacy, a slab-to-slab full height partition is required.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.

Illumination

Light levels of 50-foot candles at tabletop are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box ; and one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in the Conference Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference Room.

Building Program

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. The administrative staff controls access to the room.

Signage

Required signage includes a permanent room identification sign ("Passport Office / Staff Conference Room") system must be addressed. A wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Conference Room	6	0	0
Chair, Conference Room	4	12	48
Clock	1	0	0
Coat & Hat Rack	1	20	20
Credenza	1	28	28
Easel	1	30	30
File Cabinet	1	12	12
Shelving, SF 84"h Wood W/ 6 Shelves	2	14	28
Table, Conference	1	195	195
Telephone Handset	1	0	0
Waste Basket	1	4	4

Professional Staff**236 Sq. Ft.****Professional Staff
Functional Activity**

This area houses the workstations for the administrative support staff.

Occupancy

STAFF OFFICE WORKSTATIONS: 0

STAFF WORKROOM WORKSTATIONS: 2

Relationships

This space must be close to the Reception and Waiting Area since the secretary will welcome visitors. This space should also be close to the Library Director's Office and the General Library Storage Room. It should be close to the Staff Conference Room to provide assistance during meetings.

Patrons and visitors should be able to access the Administrative Staff Office without going through any back of house spaces. It should be in the near the Public Entrance and Lobby.

ADJACENT:

Reception & Waiting Area
General Library Storage Room

CLOSE:

Library Director's Office
Staff Conference Room
Staff Rest Rooms
Staff Workroom

NEAR:

Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. If separate from the Reception & Waiting Area, there should be a view window between the two. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

Finishes should reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal use.

Ceiling

Acoustical tile

Walls

Title 5 Library Bond Act

Building Program

Paint (Latex semi-gloss recommended), Vinyl or Fabric wall covering;
Vinyl or carpet cove base; Tackable surfaces; White board;

Floor

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Administrative Staff Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

Acoustics

The room should be as sound proof as possible so that conversations do not carry outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50-foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Building Program

Required signage includes a permanent room identification sign ("Library Administrative Offices" or "Library Administration") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	<u>UNIT</u> <u>QTY</u>	<u>UNIT</u> <u>Sq. Ft.</u>	<u>EXTENDED</u> <u>Sq. Ft.</u>
Bulletin Board	1	0	0
Chair, Task	2	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	2	0	0
Desk, Clerical	2	55	110
File Cabinet, Vertical (Four Drawer)	2	14	28
Printer, Laser (B&W)	2	0	0
Shelving, SF 42"h Wood W/ 3 Shv	2	14	28
Telephone Handset	2	0	0
Workstation, Clerical Counter	1	40	40

Reception & Waiting Area**184 Sq. Ft.****Reception & Waiting Area
Functional Activity**

The Reception and Waiting Area is the first space that visitors to the library's administrative offices will enter. The space, which will provide visitors with a comfortable place to sit after the receptionist has greeted them, should be immediately visible when arriving on the same floor as the administrative offices.

This area will be used by patrons waiting for staff to process passports.

Occupancy

STAFF WORKROOM WORKSTATIONS:	1
PUBLIC SERVICE DESK WORKSTATIONS:	0

Relationships

This space should be adjacent to the Administrative Staff Office. It should be close to the Staff Conference Room and the Library Director's Office. It should be in the close to the Public Entrance and Lobby.

ADJACENT:

Administrative Staff Office
Staff Conference Room

CLOSE:

Library Director's Office
Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Natural light is desirable as long as it does not create glare. If separate from the Administrative Staff Office, there should be a view window between the two. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The appearance of this space is extremely important since it will be the public's first impression of the library's administration area. The impression must reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track.

Building Program

Floor

Anti-static carpet tile or carpet with enhanced backing (No carpet pad permitted)

Access

The Reception and Waiting Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is not a particularly noisy area, but there may be conversations between the receptionist and the public. Standard acoustical dampening strategies should be employed to keep the sound generated here from spreading to other areas in the Administration Division.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the desktop. The reception desk should be highlighted to draw patrons to it automatically. A table lamp in the seating area will help to provide a comfortable atmosphere.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

This space, which is supervised by the administrative staff, requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Library Administration") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room numbers as assigned by facilities staff.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED

<u>Description of Furniture & Equipment Units</u>	QTY	Building Program	
		Sq. Ft.	Sq. Ft.
Chair, Task	1	0	0
Chair, Visitor's	3	15	45
Clock	1	0	0
Coat & Hat Rack	1	20	20
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
Desk, Reception	1	60	60
Printer, Ink-Jet (B&W)	1	0	0
Rack, Literature Display Handout	1	15	15
Table, End	2	12	24
Telephone Handset	1	0	0

Secretarial Office

144 Sq. Ft.

Secretarial Office Functional Activity

The Secretary Office is the entry office for the Library Director. This space will provide visitors with a comfortable waiting place for appointments with the Library Director.

Relationships

The space should be adjacent to the Library Director's Office. It should be close to the Administrative offices.

ADJACENT:

Library Director's Office

CLOSE:

Administrative Staff Office
Passport Office
Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The impression must reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering w/ acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

Floor

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Secretarial Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Building Program

Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50-foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Library Administration") wall mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Professional's	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
Desk, Secretarial W/ Return	1	60	60
File Cabinet, Lateral (Four Drawer)	1	20	20
Printer, Laser (Color)	1	0	0

Building Program			
Shelving, SF 42"h Wood W/ 3 Shv	1	14	14
Telephone Handset	1	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0

AUDIO-VISUAL LIBRARY

870 Sq.Ft.

AUDIO-VISUAL LIBRARY Functional Activity

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audiocassettes, videocassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Library patrons will enter the AV Library and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment.

Spatial Relationships

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing

CLOSE:

Children's Library
Circulation Services
Library Entrance

AWAY:

Young Adult Services

DIVISION SPACE SUMMARY

870 Sq. Ft.

AV Collection & Seating	870
TOTAL:	870

AV Collection & Seating**870 Sq. Ft.****AV Collection & Seating
Functional Activity**

Library patrons will come to this area in search of AV materials to preview in the library or to checkout for home use. Patrons will be able to check the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV Collection.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role. Library patrons will be able to preview selected media at technology workstations in this area.

Occupancy

READER SEATS:	0
LOUNGE SEATS:	0
TECHNOLOGY WORKSTATIONS:	1

Relationships

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Book Display Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:	Browsing / New Book Display
CLOSE:	Children's Entrance (Interior)
	Circulation Desk
	Computer Resource Center
	Public Entrance & Lobby

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Ceiling

Acoustical tile

Building Program

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in

Acoustics

This space will be noisy because of its heavy use and its near to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30-foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and not exceeding 200'. J-boxes with the data drops integrated into the furniture.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run Associated power will be required consisting of one duplex power receptacle for every data parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Building Program

Security

The staff at the Circulation Desk will supervise this area. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign, which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase Sans Serif type face characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	6	12	72
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	10	12	120
Audio Cassette "Spinner" W/ 4 Rotor Towers 1	70	70	
Audio Cassette SF 66" ShW/ 4 Divider Shelves	2	12	24
Compact Disc, CD-ROM & DVD Display Browser	2	24	48
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
Compact Disc, CD-ROM & DVD Display Browser	3	24	72
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
Compact Disc, CD-ROM & DVD Display Browser	2	24	48
Video Cassette DF 66" ShW/10 Divider Shelves	3	20	60
Video Cassette DF 66" ShW/10 Divider Shelves	4	20	80
Video Cassette SF 66" ShW/ 5 Divider Shelves	14	12	168

Description of Furniture & Equipment Units

Bench (2 Person)	2	15	30
Computer, OPAC Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Technology Carrel	1	30	30

Size and Type of Collection

Building Program

864	Audio Book Cassette
1462	Audio Book Cassette
504	Audio Cassette
250	Audio Cassette
864	Audio Compact Disc (CD)
144	CD-ROM
1080	DVD
864	Audio Book CD (CD ROM)
750	Video Cassette
1050	Video Cassette
1920	Video Cassette

BROWSING

304 Sq. Ft.

BROWSING Functional Activity

The primary function of the Browsing Division is for the display of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

Spatial Relationships

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library
Circulation Services

CLOSE:

Children's Library
Library Entrance
Fiction Collection

DIVISION SPACE SUMMARY

304 Sq. Ft.

New Book Display	304
TOTAL:	304

New Book Display**304 Sq. Ft.****New Book Display
Functional Activity**

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. This area should have the appearance and feel of a retail space, and the shelving that houses the books should be attractive display units.

Occupancy

READER SEATS: 2

Relationships

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and adjacent to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Audio Visual Collection & Seating

CLOSE:

Children's Entrance (Interior)
Public Entrance & Lobby
Computer Resource Center
Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base.

Building Program

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains.

Access

The New Book Display Area will be accessible by means of a 36" aisle.

Acoustics

This area will be fairly noisy because of its heavy use and its near to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30-foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations for future expansion.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be near an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

Signage

Building Program

Required signage includes major area directional and identification sign, which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 42"H Steel Shelving W/ 4 Shelves 750 New Books	8	20	160
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	4	35	140
Waste Basket	1	4	4

CHILDREN'S LIBRARY

2,697 Sq. Ft.

CHILDREN'S LIBRARY Functional Activity

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

The David M. Carson Mural will depict the future of Murrieta.

Spatial Relationships

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing Area and the AV Collection. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Audio-Visual Library
Browsing

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY

2,697 Sq. Ft.

Children's Collection & Seating	946
Children's Desk	102
Children's Entrance (Interior)	0
Children's On-line Public Access Catalog (OPAC)	80
Children's Reference Collection & Seating	421
Children's Workroom	79
Juvenile Collection & Seating	1,069
TOTAL:	2,697

Children's Collection & Seating**946 Sq. Ft.****Children's Collection & Seating
Functional Activity**

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

The David M. Carson mural will depict the future of Murrieta.

Occupancy

READER SEATS:	1
CHILDREN'S READER SEATS:	8
CHILDREN'S TECHNOLOGY WORKSTATIONS:	0
CHILDREN'S MEETING ROOM SEATS:	0

Relationships

The Children's Collection and Seating Area needs to be adjacent to the Children's Entrance, Children's Desk and Children's On-Line Public Access Catalog (OPAC) so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's On-line Public Access Catalog (OPAC)

CLOSE:

Audio Visual
Browsing
Children's Workroom
Juvenile Collection
Public Entrance & Lobby
Theater

NEAR:

Computer Resource Center

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

Title 5 Library Bond Act

Building Program

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

Ceiling

Acoustical tile

Walls

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track.

Floor

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains.

Access

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable

Acoustics

This will be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting is desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Building Program

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The staff at the Children's Desk and possibly the Circulation will supervise this area Desk. Sight lines from the Children's Desk to the Children's Collection & Seating area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign, which can be seen from the Children's Entrance, OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please do not Reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	11	18	198
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	6	18	108
<u>Description of Furniture & Equipment Units</u>			
Chair, Child's	32	0	0
Table, Children's	8	80	640

Type and Size of Collection

3960	Children's Picture Books
1911	Children's Easy Readers

Children's Desk**102 Sq. Ft.****Children's Desk
Functional Activity**

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance.

The Children's Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Occupancy

CHILDREN'S READER SEATS:	0
CHILDREN'S TECHNOLOGY WORKSTATIONS:	0
PUBLIC SERVICE DESK WORKSTATIONS:	2

Relationships

The Children's Desk must be visible from the Entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections, as well as the Theater which will be used for Children's programming.

ADJACENT:

Children's Entrance (Interior)
Children's On-line Public Access Catalog (OPAC)
Children's Reference Collection & Seating
Children's Workroom
Juvenile Collection & Seating

CLOSE:

Audio Visual
Browsing
Public Entrance & Lobby
Theater

NEAR:

Computer Resource Center

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Building Program

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended), Vinyl, Sisal or Fabric wall covering

Floor

Anti-static carpet tile

Counters

Plastic laminate

Access

The Children's Desk will be accessible by means of a 36" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the work surface. The Children's Desk should be highlighted in order to attract children and parents to this service point. Lights in this area must not create a heat build up. Light controls for the Children's Library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

Building Program

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location.

Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the Children's Entrance. This directional sign ("Children's Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12

Description of Furniture & Equipment Units

Book Truck	1	10	10
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Telephone Handset	1	0	0
Workstation, Children's Desk	1	80	80

Type and Size of Collection

45 Children's Ready Reference

Children's Entrance (Interior)**0 Sq. Ft.****Children's Entrance
Functional Activity**

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. It will be a passageway, a transition from the main entrance and into the Children's Library area. No assignable space is necessary as it will be a hallway space. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. There could be both adult and child-sized entrances into the Children's Library. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas.

ADJACENT:

Children's AV Collection & Seating
Children's Desk
On-line Public Access Catalog (OPAC)

CLOSE:

AV Collection & Seating
Browsing / New Book Display
Public Entrance & Lobby
Theater
Circulation Desk

AWAY:

Reference Collection & Seating
Young Adult Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

Ceiling

Acoustical tile

Building Program

Vinyl or Fabric with tackable acoustical panels for sound absorption and display

Floor

Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

The staff at the Children's Desk and possibly the Circulation will supervise this area Desk. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Children's Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign, which can be seen from the library's entrance or lobby. This directional sign ("Children's Library") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Children's Room Open at Noon"), and donor recognition plaques.

Furniture & Equipment and Shelving Units		Building Program	
	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0

Children's On-line Public Access Catalog (OPAC)

80 Sq. Ft.

Children's On-line Public Access Catalog Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S READER SEATS: 0
CHILDREN'S TECHNOLOGY WORKSTATIONS: 3

Relationships

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned adjacent to the Children's and close to the Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Browsing
Children's Collection & Seating
Juvenile Collection & Seating

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

Ceiling

Acoustical tile

Building Program

Walls

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

Floor

Anti-static carpet tile

Access

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the OPAC Area.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

Staff at the Children's Desk will supervise this area. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic. A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and will meet accessibility

Building Program

requirements. A minimum of 30" wide x 48" deep clear floor space will permanent information signs (e.g., "No Printing Available"), and donor recognition plaques. be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Chair, Technology Workstation	2	0	0
Computer, OPAC Desktop 2	0	0	
Printer, Laser (B&W) 1	0	0	
Technology Carrel 2	40	80	

Children's Reference Collection & Seating

421 Sq. Ft.

Children's Reference Collection Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials or using technology workstations, which provide access to the library's on-line catalog, electronic resources, and the Internet.

Occupancy

CHILDREN'S READER SEATS: 4
CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk for quick staff access. It should also be close to the Children's OPACs.

ADJACENT:

Children's Desk
Children's On-Line Public Access Catalog (OPAC)

CLOSE:

Juvenile Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Corner guards; Hanging track; Vinyl or carpet cove base

Building Program

Anti-static carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains.

Access

The Children's Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting is desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. The top of the table, carrel, or counter shall be from 28" to 34" above the Associated power will be required consisting of one duplex power receptacle for every data finished floor. A drop provided to support one computer and one monitor. If network access is available to the public for portable computers or other electronic To provide universal access to power and data connections, wall-mounted receptacles and equipment, then access to data jacks and power receptacles must meet the criteria outlined in outlets can be installed no less than 15" above the finished floor for forward reach access and the Telecommunications Space Detail and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above. Audible and visual emergency warning alarms are required. No location in the room can be the work surface on the back wall of a carrel, the depth of the work surface cannot exceed more than 50' from a visual signal unless there are no obstructions higher than 6' above the 24" for a side reach or 25" for a forward reach at accessible locations.

Building Program

Security

Signage will meet all accessibility requirements as outlined in the Signage Space Detail. Staff at the Children's Desk will supervise this area. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the Children's Entrance, Children's Desk, Children's Collection and Seating Area, Juvenile Collection and Seating Area, and Children's OPAC Area. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or the non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	20	12	240

Description of Furniture & Equipment Units

Atlas Case, Child's	1	25	25
Chair, Juvenile	4	0	0
Chair, Technology Workstation Task	1	0	0
Computer, Public Desktop	1	0	0
Dictionary Stand, Child's	1	12	12
File Cabinet, Vertical (Four Drawer)	1	14	14
Printer, Laser (B&W)	1	0	0
Table, Juvenile	1	85	85
Technology Carrel, Adjustable Height	1	45	45

Type and Size of Collection

1405 Children's Reference

Children's Workroom

79 Sq. Ft.

Children's Workroom Functional Activity

This space will provide a secured area for the children's librarian to prepare and store children's programming material.

Occupancy

Staff only.

Relationships

The Children's workroom Area should be close to the Children's Collection and Seating Area and adjacent to the Children's Desk.

ADJACENT:

Children's Desk

CLOSE:

Children's Collection & Seating

Flexibility

This area will not need to be expanded.

Fenestration

Natural light is not required. Regular lighting for a staff workspace is appropriate.

Access

This area needs to be secured and be accessed by staff only.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute.

Security

This room will be locked.

Signage

The signage should read "Staff Only".

Furniture & Equipment and Shelving Units	Building Program		
	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

AV/Technology Equipment Cart, Large	1	15	15
Cabinets, Above Counter	1	0	0
CD/Cassette Tape Player	1	0	0
Children's Craft Counter	1	35	35
Clock	1	0	0
DVD Player	1	0	0
Shelving, Metal (6)	1	25	25
TV Monitor, 27"	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	4	4

Juvenile Collection & Seating**1,069 Sq. Ft.****Juvenile Collection
Functional Activity**

This area of the Children's Library houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS:	18
CHILDREN'S TECHNOLOGY WORKSTATIONS:	0
CHILDREN'S MEETING ROOM SEATS:	0

Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. It should be in the near the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance.

ADJACENT:

Children's Desk
Children's On-line Public Access Catalog (OPAC)
Children's Reference Collection & Seating

CLOSE:

Audio Visual
Browsing
Public Entrance & Lobby
Theater

NEAR:

Resource Center

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

Ceiling

Acoustical tile

Building Program

Walls

Vinyl or Fabric with tackable acoustical panels for sound absorption; Hanging track; Vinyl or carpet cove base

Floor

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable Acoustics. This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting is desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in Aisles in stack areas must comply with accessibility requirements. Side aisles, which run recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a also be distributed via conduit and J-boxes with the data drops integrated into the furniture. cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to Associated power will be required consisting of one duplex power receptacle for every data side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section drop provided to support one computer and one monitor. of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Building Program

Staff at the Children's Desk will supervise this area. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign, which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves	3	18	54
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	21	18	378
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	17	18	306
36" Aisle SF 45"H Magazine Display SW/ 2 Shelves	2	12	24
44" Aisle DF 45"H Magazine Display SW/4 Shelves	2	22	44
Chair, Juvenile	12	0	0
Table, Juvenile	3	85	255
Waste Basket	2	4	8

Type and Size of Collection

25	Children's Back Issue Magazines
8190	Juvenile Non-Fiction
6375	Juvenile Fiction
12	Juvenile's Current Magazines
19	Children's Current Magazines

CIRCULATION SERVICES**2,285 Sq. Ft.****CIRCULATION SERVICES****Functional Activity**

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self-checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff re-shelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

The Murrieta Public Library logo will be displayed over this area.

Spatial Relationships

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Administration
 Audio-Visual Library
 Browsing
 Children's Library
 Fiction Collection
 General Building Services
 Passport Office

DIVISION SPACE SUMMARY**2,285 Sq. Ft.**

Circulation Desk	578
Computer/Telecommunications Room	282
Copy Center	198
Staff/Service Entrance	45
Staff Lounge	355
Staff Workroom	827
Staff Rest Rooms (non-assignable)	215
TOTAL:	2,285 Ft.

Circulation Desk

578 Sq. Ft.

Circulation Desk Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff returns the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

TECHNOLOGY WORKSTATIONS:	1
PUBLIC SERVICE DESK WORKSTATIONS:	3

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom, and close to the Copy Center. It should be close to the AV Collection and Seating, Browsing / New Book Display Area, and the Children's Entrance.

ADJACENT:

- Public Entrance & Lobby
- Public Restrooms
- Staff Workroom

CLOSE:

- AV Collection & Seating
- Children's Entrance (Interior)
- Copy Center
- Browsing / New Book Display

NEAR:

- Administrative Offices
- Current Magazine & Newspaper Display & Seating
- Fiction Collection & Seating
- Non-Fiction Collection & Seating
- Passport Office

Flexibility

Title 5 Library Bond Act

Building Program

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

Floor

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self-checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Building Program

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 Foot-candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign, which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

The Murrieta Public Library logo sign will be placed above this area.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Building Program

Description of Furniture & Equipment Units

Bar Code Reader, Fixed Mount	4	0	0
Book Bin, Depressible	1	0	0
Book Truck	8	10	80
Cash Register	1	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
Printer, Ink-Jet (B&W)	4	0	0
Printer, Receipt	4	0	0
Queuing Space (Per Person)	10	6	60
Security System Gates, Inventory Control	2	75	150
Shelving, SF 84"h Steel W/ 6 Shelves	3	12	36
Telephone Handset	2	0	0
Waste Basket	3	4	12
Workstation, Circulation Check-Out Desk	3	80	240

Computer/Telecommunications Room**282 Sq. Ft.****Computer/Telecommunications Room
Functional Activity**

This room is where the network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines. This will be under the circulation department responsibilities. All automation will be coordinated through the circulation department supervisor and must be easily accessible to this division.

Occupancy

STAFF WORKSTATIONS: 2

Relationships

This space must be in a secured non-public area, adjacent to and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

CLOSE:

Circulation Workroom

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No Windows.

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended)

Floor

Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer/Telecommunications Room will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

Building Program

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires a separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Light levels should average 30 to 40 foot candles with 50-foot candles preferred over work surfaces. Because of the large number of computer screens in this room and the long periods of use, the lighting should be dimmable so that the computer technicians can control the light level.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff workstation location. This outlet should be mounted either 6" above the work surface or at 15" above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

Security

This is a high security area. Only authorized staff should have access to the room. The room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Computer Room - "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED

<u>Description of Furniture & Equipment Units</u>	Building Program		
	QTY	Sq. Ft.	Sq. Ft.
Bulletin Board	1	0	0
CD Tower	1	0	0
Chair, Technology Workstation Task	2	0	0
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
Computer, Staff Desktop	1	0	0
Console, Computer System	1	0	0
Disc Drive (External)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Fire Extinguisher, Halon	1	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	1	0	0
Printer, Pin / Tractor Feed W/ Stand1	20	20	
Rack, Computer / Communications Equip	2	30	60
Router/Switch	1	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	2	0	0
Supply Cabinet	1	18	18
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	2	28	56
Telecommunications Equip/Hub/ Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptible Pwr Supply Multiple Devices	1	10	10
Waste Basket	2	4	8
White Board	1	0	0
Workstation, Computer Tech's Counter	2	35	70

Copy Center

198 Sq. Ft.

Copy Center Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Circulation Desk
Public Entrance & Lobby
Reference Collection & Seating

NEAR:

Current Magazine & Newspaper Display & Seating
Non-Fiction Collection & Seating

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Windows, which allow the staff to supervise this room, are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

Ceiling

Acoustical tile

Walls

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering with acoustical panels for sound absorption; Tackable surfaces

Building Program

Floor

Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

Staff at the Circulation Desk will supervise this area. Sight lines from the Circulation Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

	Building Program		
	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter (Lockable)	8	0	0
Cabinets, Below Counter (Lockable)	8	0	0
Change Machine (Bill & Coin)	1	15	15
Copier, B&W Freestanding	1	50	50
Copier, Color Freestanding	1	50	50
FAX Machine, Desktop Coin-Operated	1	0	0
Preparation Counter	1	55	55
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Vendor Card Encoder/Dispenser	1	0	0
Waste Basket	2	4	8

Staff/Service Entrance

Staff/Service Entrance Lobby Functional Activity

This is a separate staff only entrance to the library, which is convenient from staff parking.

Relationships

The Staff/Service Entrance should be close to the Staff Workroom and adjacent to the Staff Lounge. The positioning of the Staff/Service Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:

Staff Lounge

CLOSE:

Staff Workroom

Flexibility

There will always need to be a separate staff/service entrance. It is not anticipated that this area would expand or change purpose.

Fenestration

There should be a small view window in the door so that staff can look outside prior to leaving.

Finishes

Utilitarian, clean, and bright.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss); White board; Tackable surface

Floor

Vinyl tile or carpet tile; Foot cleaning mat

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

Building Program

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only entrance controlled by a mechanical lock and key, electronic keypad, or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

Signage

Required signage includes a permanent identification sign ("Staff/Service Entrance" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase Sans Serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Library Staff Only."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
White Board	1	0	0
Workstation	1	45	45

Staff Lounge**355 Sq. Ft.****Staff Lounge
Functional Activity**

This room is for the staff to relax and prepare meals during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

If staff should need to lie down due to a sudden illness, a sick bay cot will be available for this area.

Relationships

The Staff Lounge should be close to the Staff Rest Room, which should not open directly into the Staff Lounge. The Staff Lounge should also be close to the Staff Workroom and adjacent to the Staff/Service Entrance and the Custodial Workroom.

ADJACENT:

Staff/Service Entrance

CLOSE:

Custodial Workroom
Staff Rest Room
Staff Workroom

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with its purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base; Tackable surface

Floor

Anti-static carpet tile or anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

Building Program

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") pipes and drains are strongly recommended. It is also recommended that if fixed storage wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised cabinets, drawers, or lockers are provided, that at least one of each type comply with ADA uppercase Sans Serif characters accompanied by Grade II Braille. Additional signage requirements.

Building Program

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Café	4	0	0
Chair, Staff Lounge	4	35	140
Coffee Maker/Urn	1	0	0
Cot, Sick Bay	1	40	40
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit	1	25	25
Locker	4	5	20
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Recycling Bin	1	15	15
Soap Dispenser	1	0	0
Table, Café	1	60	60
Telephone Handset	1	0	0
Workstation, Food Preparation Counter	1	40	40

Staff Rest Rooms**215 Sq. Ft.****Staff Rest Rooms
Functional Activity**

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be close to the Staff Lounge but should not open into the lounge. These rest rooms should not be accessible to the public. They should be close to the Staff/Service Entrance, Staff work areas and the Custodial Workroom.

CLOSE:

Custodial Workroom
Staff Lounge
Staff Work Room

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

Ceiling

Water resistant gypsum board with chemical resistant latex paint

Walls

Glazed ceramic tile or partial tile and water resistant wall board

Floor

Unglazed ceramic tile with dark grout; Floor drain

Fixtures

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close near to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning

Building Program

and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reaching.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area. Audible and visual emergency warning alarms are required.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color, which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the requirements. The sink faucets must be the lever type, electronically activated, or approved wall-mounted signs must be 1/32" raised uppercase Sans Serif type accompanied by Grade II self-closing valves with a minimum 10-second flow. Faucets must be operable with a single Braille. Additional signage includes a room identification number as assigned by facilities staff. hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

<u>Description of Furniture & Equipment Units</u>		Building Program	
Commode	1	0	0
Mirror	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0

Staff Workroom**827 Sq. Ft.****Staff Workroom
Functional Activity**

The Staff Workroom provides space for back-of-house staff activities. The library staff will check-in library materials that have been deposited in the exterior book drops or at the circulation desk and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here. There will also be a mending workstation where staff will be able to mend and clean library books and materials after they have been returned. Staff will also conduct work to support children's activities, reference work and any other kind of staff support activity.

Occupancy

STAFF WORKROOM WORKSTATIONS: 15

Relationships

The Circulation Desk should be adjacent to the Staff Workroom. Staff will move frequently between these spaces. There must be easy access and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Circulation Desk

CLOSE:

Computer/Telecommunications Room
Library Director's Office
Shipping & Receiving
Staff/Service Entrance and Staff Lounge
Staff Rest Rooms

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance since there will be occasional spills of book processing and children's craft preparation materials. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

Ceiling

Acoustical tile

Building Program

Walls

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

Floor

Anti-static carpet tile or heavy weight commercial carpet with

Access

The Staff Workroom must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must meet be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot-candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Building Program

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

This is a staff Workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Staff Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Staff Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Building Program

Description of Shelving Units

36" Aisle DF 90"H Steel SW/ 12 Shelves	3	18	54
--	---	----	----

Description of Furniture & Equipment Units

Bar Code Reader, Hand-Held	4	0	0
Binding Machine	1	0	0
Book Truck	6	10	60
Cabinets, Above Counter	18	0	0
Cabinets, Below Counter	18	0	0
Chair, Task	8	0	0
Clock	1	0	0
Computer, Staff Desktop	6	0	0
Copier, B&W Freestanding	1	50	50
FAX Machine, Desktop	1	0	0
File Cabinet, Vertical (Four Drawer)	4	14	56
First Aid Kit	1	0	0
In & Out Board	1	0	0
Key Cabinet	1	0	0
Label Maker	1	0	0
Mail Boxes, Staff	1	30	30
Paper Cutter	1	0	0
Postage Meter/Scale	1	0	0
Printer, Label	1	0	0
Printer, Laser (B&W)	1	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
Security System Book & Media Resensitizer	1	0	0
System Book Resensitizer	2	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Media Resensitizer	1	0	0
Shelving, DF 90"h Steel W/14 Shelves	4	18	72
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
Stool	2	0	0
Telephone Central Station	1	0	0
Telephone Handset	6	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Waste Basket	8	4	32
White Board	1	0	0
Workstation, Children's Office System	2	50	100
Workstation, Circ Check-In Office System	2	50	100
Workstation, Processing Counter	1	40	40
Workstation, Reference Office System	2	50	100
Workstation, Volunteer's Office System	1	50	50

Type and Size of Collection

87 Back Issue Magazines

COMPUTER RESOURCE CENTER

606 Sq. Ft.

COMPUTER RESOURCE CENTER Functional Activity

The Computer Resource Center provides twenty computer workstations for public use. It is the joint venture project for the Library and School District. Computer instruction will be provided in this space.

The room will be enclosed for a classroom atmosphere.

Spatial Relationships

The major spatial relationship of this division is to the Reference Desk and Library Entrance. It will be available most hours the Library is opened to the public, with special instruction arranged by pre-registration of classes, and reserved daytime hours for student use during class visits.

ADJACENT:

Reference Desk

CLOSE:

Audio Visual
Reference Collection
Library Entrance

AWAY:

Heritage Room

DIVISION SPACE SUMMARY

606 Sq. Ft.

Computer Resource Center	606
TOTAL:	606

Computer Resource Center**606 Sq. Ft.****Computer Resource Center
Functional Activity**

The Computer Resource Center will provide an environment for computer literacy instruction. Students from local schools will be invited to attend classes that teach search technique. It is important to consider an attractive environment that reflects the technology of this room.

Occupancy

WORKSTATIONS: 20
STAFF: 1

Relationships

The Resource Center should be accessible to staff and the reference collection.

ADJACENT:

On-Line Public Access Catalog (OPAC)
Reference Desk
Reference Collection

CLOSE:

Nonfiction collection

AWAY:

Heritage Room

Flexibility

It is not anticipated that this specific space will require expansion.

Acoustics

It is important that the noise from this area be contained. Activity within this room should not disturb the Library.

Illumination

Appropriately lighting for easy viewing of computer screens is mandatory.

Telecommunications

Appropriate cabling and access to the Internet are the main electronic needs in this room. Sufficient cabling for an instructor and the twenty workstations are mandatory. Some flexibility should be considered in the layout of the room.

Security

This room is to have a lock on the door. Circulation Desk (Sight Lines)

Signage

A visible sign that reads "RESOURCE CENTER" will be placed on the exterior of the room, whether it is decided to be placed on the door or wall.

Building Program

Careful detail is needed to provide adequate power to all the workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Chair, Technology Workstation	20	0	0
Chair, Technology Workstation Task	1	0	0
Computer, Public Desktop	21	0	0
Desk, Instructor's	1	70	70
Printer, Ink-Jet (Color)	11	0	0
Projection Screen, Wall Mounted	1	0	0
Shelving, Metal (6)	2	25	50
Storage Cabinet	2	18	36
Technology Training Table, Computer Lab	10	45	450
White Board	1	0	0

FICTION COLLECTION

1,606 Sq. Ft.

FICTION COLLECTION Functional Activity

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

The David M. Carson Mural will depict the history of Murrieta in this area.

Spatial Relationships

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

Audio-Visual Library
Browsing
Circulation Services
Reference Services
Non-Fiction Collection

DIVISION SPACE SUMMARY

1,606 Sq. Ft.

Fiction Collection & Seating	1,606
TOTAL:	1,606

Fiction Collection & Seating**1,606 Sq. Ft.****Fiction Collection
Functional Activity**

Patrons will enter this space and look for specific authors, and then will often seek a place to sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore several OPACs should be conveniently located near this area. This space might also house the paperback collection and the large print book collection.

Book Express is a book delivery service to the home confined. Large Print materials are an important part of this program. The Murrieta Rotary, Lions Club and Temecula Valley Woman's Club donate funds toward the growth of this collection.

Occupancy

READER SEATS:	12
TECHNOLOGY WORKSTATIONS:	2
MEETING ROOM SEATS:	0

Relationships

The Fiction Collection and Seating Area should be located toward the front of the library close to the Circulation Desk and proximal to the main entrance to the library. The Fiction Collection should also be in near to the Browsing / New Book Display Area and adjacent to the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low and located in a well-lighted area.

ADJACENT:

AV Collection & Seating
Circulation Desk

CLOSE:

Reference Desk
On-Line Public Access Catalog (OPAC)

NEAR:

Browsing / New Book Display
Public Entrance & Lobby

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Building Program

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or carpet cove base.

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor.

Access

The Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a

Building Program

buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting is desirable.

Telecommunications

One single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The staff at the Circulation and Reference Desks will supervise the Fiction Collection. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign, which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Building Program

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	24	18	432
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	8	12	96
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	17	12	204
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	16	0	0
Chair, Lounge	8	35	280
Clock	2	0	0
Computer, OPAC Desktop	2	0	0
Table, End	2	12	24
Table, Reader's	4	90	360
Technology Carrel	2	35	70

Type and Size of Collection

7832 Fiction
1339 Large Print
2700 Mysteries
771 Paperbacks

GENERAL BUILDING SERVICES**593 Sq.Ft.****GENERAL BUILDING SERVICES****Functional Activity**

The primary function of the General Building Services Division is to provide custodial, storage, and equipment space, and other support spaces such as the Friends' Book Storage and Workroom. The Division also provides space for shipping and receiving for the library.

Spatial Relationships

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Electrical Equipment Room to isolate them from public spaces and staff offices. An exterior Loading Area will be located near the Staff/Service Entrance at the south side of the Library.

CLOSE:

Administrative Offices

AWAY:

Public Areas

DIVISION SPACE SUMMARY**593 Sq. Ft.**

Custodial Workroom	92
Friends' Book Storage & Workroom	91
General Library Storage Room	326
Shipping & Receiving	84
Loading Area (non-assignable)	0
Electrical Equipment Room (non-assignable)	76
TOTAL:	593

Custodial Workroom**92 Sq. Ft.****Custodial Workroom
Functional Activity**

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair, such as mops, vacuum cleaners, and other cleaning supplies and equipment.

Occupancy

STAFF WORKSTATION: 0

Relationships

The Workroom should be adjacent to the General Library Storage Room, and close to the Staff Workroom.

ADJACENT:

General Library Storage
Staff Rest Rooms

CLOSE:

Staff Lounge
Staff Workroom

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

Ceiling

Exposed structure or Acoustical tile

Walls

Latex paint over sealed concrete; Cement block or Water resistant dry wall

Floor

Sealed concrete, or Vinyl tile or sheet vinyl, with a floor drain

Access

The Custodial Workroom must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Building Program

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply with ADA.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial workrooms should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED

<u>Description of Furniture & Equipment Units</u>	QTY	Building Program	
		Sq. Ft.	Sq. Ft.
Cleaning Cart	1	15	15
First Aid Kit	1	0	0
Garbage Bin, Interior	1	15	15
Hand Truck	1	4	4
Key Cabinet	1	0	0
Mop Bucket	1	4	4
Recycling Bin	1	15	15
Shelving, Industrial	1	15	15
Sink, Mop	1	6	6
Stool	1	0	0
Supply Cabinet	1	18	18
Tool Box	1	0	0

Friends' Book Storage & Workroom**91 Sq. Ft.****Friends' Book Storage & Workroom
Functional Activity**

This room is for storage of books and other donated items received by the Friends of the Library. These materials will be sorted and stored until they can be placed in the library or in the Friends' Bookstore and offered for sale. Space is required to store books on shelves and sort books on counter tops or large tables. An open floor area is necessary for the storage of cartons and bags containing donated materials.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

The Friends' Book Storage & Workroom needs to be as close as possible to the Shipping and Receiving Area since there will be frequent deliveries to this area. In addition, there should be close near to the Friends' Bookstore, since volunteers will be moving books from storage to the Bookstore to stock the shelves.

CLOSE:

Friends' Bookstore
Shipping & Receiving

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Windows are not required, but are desirable.

Finishes

This area will be utilitarian in nature. However, this is the Friends' workroom as well as a storage area, and volunteers will make frequent use of the space, often standing for extended periods of time.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Corner guards for columns and walls; Vinyl or carpet cove base

Floor

Vinyl tile or heavy weight commercial carpet

Access

Title 5 Library Bond Act

Building Program

The Friends' Workroom will be accessible by means of a 36" minimum aisle. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area because of conversations between volunteers and the noise generated from loading and unloading books. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Provide 30-foot candles vertically at 30" above the floor at the shelving. Lighting must be evenly distributed in the shelving area from one end of a range to the other and from the top to the bottom of the unit. Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50-foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

This is a non-public area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Friends' Workroom") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
------	------	----------

<u>Description of Furniture & Equipment Units</u>	Building Program		
	QTY	Sq. Ft.	Sq. Ft.
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Chair, Task	2	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves	3	12	36
Workstation, Friends' Work Counter	1	40	40

General Library Storage Room

326 Sq. Ft.

General Library Storage Room Functional Activity

This area provides space for general library storage. It will house bulk paper and supplies, shipments, seasonal displays and holiday decorations. Optional storage cages may also provide additional space for stacking boxes and furniture and equipment in transition; cages can segregate the storage by individual library departments. This room should have a set of double doors (or an extra-wide single door) for bringing bulky items in and out of the room.

Relationships

This area should be close to the Shipping and Receiving area. It should be easily accessible to the Staff Workroom and the Circulation Desk.

CLOSE:

Shipping & Receiving

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

Ceiling

Exposed structure or acoustical tile

Walls

Concrete; Glazed and textured CMU; or Dry wall

Floor

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Acoustics

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this

Building Program

space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures, which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room," "Supply Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Box, Cardboard	20	4	80
File Cabinet	4	12	48
Shelving, Industrial	6	15	90
Storage Cabinet	4	18	72
Supply Cabinet	2	18	36

Loading Area

0 Sq. Ft.

Loading Area Functional Activity

The Loading Area is where the library will receive shipments of furniture and equipment, books and supplies, mail, and other materials from commercial vehicles. This area will essentially be outside of the library, but it should have a roof or overhang so that loading and unloading can be done during inclement weather. Doors and corridors should be large enough to accommodate bulky equipment and furniture. It does not impact the interior square footage of the library.

Relationships

A Loading Area will be located near the South Side of the Library. One extra size parking space will be identified with a sign and painted curb or cross sections within the parking space. Direct access to the Staff/Service Entrance is required.

ADJACENT:

Staff/Service Entrance

CLOSE:

General Library Storage
Custodial Workroom
Friends' Book Storage & Workroom

AWAY:

Public Service Areas

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Ceiling

Exposed structure

Walls

Painted Concrete or glazed and textured CMU w/ corner guards

Floor

Sealed Concrete

Access

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

Building Program

Since the loading dock doors will be opening frequently, the portion of this space, which is inside (if any) will need a quick recovery heating and/or cooling unit in order to maintain the temperature at the desired level. Do NOT locate any air intake vents near this area because of vehicle exhaust fumes.

Illumination

The exterior will need to be well lighted to assist in theft/vandalism prevention. Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Security

Doors will need to be alarmed and should be as vandal-proof as possible.

Electrical Equipment Room

76 Sq. Ft.

Electrical Equipment Room Functional Activity

This room, for the placement of electrical equipment, must have exterior access.

Relationships

This room should be located near the Staff/Service Entrance.

ADJACENT:

Staff/Service Entrance

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Electrical Equipment Rooms would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

Ceiling

Exposed structure or acoustical tile

Walls

Latex paint over sealed concrete or concrete block

Floor

Sealed or painted concrete with drain

Access

The Electrical Equipment Room must be accessible from the exterior of the building. Placement near the staff/service entrance is desirable.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Title 5 Library Bond Act

Building Program

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures, which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Electrical Equipment Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase Sans Serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Shipping & Receiving**84 Sq. Ft.****Shipping & Receiving
Functional Activity**

This area provides space for the delivery of library books and materials, furniture and equipment. Deliveries of library books and materials to homebound patrons will also be made through this area, and possibly the loading of the bookmobile if the library operates this service. This area should be able to be locked off from the rest of the library so that deliveries can be made to the library after hours.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

The Shipping and Receiving area should be adjacent to the General Library Storage, and close to the Custodial and Friends' Book Storage and Workroom

ADJACENT:

General Library Storage

CLOSE:

Custodial Workroom
Friends' Book Storage

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

Ceiling

Exposed structure or Acoustical tile

Walls

Concrete; Glazed and textured CMU; or Dry wall

Floor

Sealed concrete; Vinyl tile; Carpet

Access

Title 5 Library Bond Act

Building Program

The Shipping and Receiving Room must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures deliver a minimum of 30-40 foot candles at counter level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard duplex communications outlet (one voice and data) co-located with associated power every 6' on the shipping and receiving counter supporting electronic postage, shipping and receiving equipment.

One standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

Staff only area, which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Door(s) will need to be alarmed.

Signage

Required signage includes a permanent room identification sign ("Shipping and Receiving" or "Deliveries") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase Sans Serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Box, Cardboard	5	4	20
Bulletin Board	1	0	0
Mail Delivery Cart	1	20	20
Postage Meter/Scale	1	0	0
Waste Basket	1	4	4
Workstation, Ship& Rec Counter	1	40	40

HERITAGE ROOM

526 Sq. Ft.

HERITAGE ROOM Functional Activity

The primary function of this division is to provide housing for the library's Local History Collection including books by local authors, photo archives, and other local historical materials. These materials are not checked-out of the library, but are used in the Local History Collection Room for the security of the collections. Some of the more irreplaceable items are locked within cases and the librarians must hand-deliver these materials to the patrons. Library patrons will enter this room looking for research material and quiet study space.

A fireplace will be in this room to create an ambiance for special events.

Spatial Relationships

The only relationship for the Local History Division is that it should be close to the Reference Division.

CLOSE:

Library Director's Office
Young Adult Services
Reference Division

DIVISION SPACE SUMMARY

526 Sq. Ft.

Heritage Room	526
TOTAL:	526

Heritage Room

526 Sq. Ft.

Heritage Room Functional Activity

This space is intended for library patrons in the community who have a special interest in local culture and history. Generally, the Local History Collection and Seating Area should be removed from the noisier areas of the library. Some of the materials in this collection will be housed in locked display cases and will require the assistance of a staff member for access. The collections consist of works by local authors and archives and materials of historical significance to the City, County, Region and State.

This will also function as a quiet room for academic study. There will be a fireplace with an attached patio. Special events can be held here for fundraising efforts or recognition.

Occupancy

READER SEATS: 10

Relationships

The Local History Collection should be in a low traffic area of the library, with sight lines to the Reference Desk so that staff can supervise the room.

CLOSE:

Library Director's Office
Reference Desk

Flexibility

It is unlikely that this space will need to be expanded in the future, but the possibility should be kept open and flexibility should be a goal.

Fenestration

Natural light must be controlled in this area and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Finishes

This area should be formal, quiet and well-appointed in order to reflect the appreciation and reverence for history that the Local History Collection represents. The space finishes will not have the heavy use of public areas, and must maintain a timeless appearance after many years of use

Ceiling

Acoustical tile

Walls

Glass interior window; Paint (Latex semi-gloss recommended)

Floor

Wood, Anti-static carpet tile, or carpet with enhanced backing (No carpet pad permitted)

Building Program

Access

The Local History Collection and Seating Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above finished floor.

A minimum of 5%, but no less than one, table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another

Acoustics

This area should be a separate room and must be kept quieter than the rest of the library. Patrons researching local history will want quiet for concentration and study. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise, which enters this room.

HVAC

Temperature should be maintained constant between 65 and 70° with a relative humidity of 45 - 55% for collection preservation. Ventilation will provide filtration to remove gaseous and particulate pollutants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Areas where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15-foot candles supplemented by task lighting at 50-foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finish floor. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access points. If network access is available to the public for portable computers or other electronic no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations. No location in the room can be

Security

Building Program

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail. Alarms should be audible at the Reference Desk.

Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the Circulation Desk, Reference Desk, or other major traffic path. This directional sign ("Local History Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Heritage Room") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules.

Additional requirements include fire and life safety lighted exit signs, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound") changeable and permanent information signs (e.g., "Local History Materials Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Case, Exhibit	4	35	140
Chair, Lounge	6	35	210
Chair, Reader's	4	0	0
Clock	1	0	0
File Cabinet, Lateral (Four Drawer)	2	20	40
Table, End	3	12	36
Table, Reader's	1	100	100

LIBRARY ENTRANCE

585 Sq. Ft.

LIBRARY ENTRANCE Functional Activity

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Public Meeting Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library, and will also provide space for gathering outside of the Conference Room.

Spatial Relationships

The Library Entrance Division is essentially a pass-through space, which patrons will use when visiting the library. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

Administrative Offices
Circulation Services
Public Meeting Rooms

CLOSE:

Audio-Visual Library
Browsing
Children's Library
Fiction Collection

AWAY:

General Building Services
Reference Services

DIVISION SPACE SUMMARY

585 Sq. Ft.

Friends of the Library Bookstore	585
Public Entrance & Lobby (non-assignable)	577
Public Rest Rooms (non-assignable)	438
TOTAL:	585

Friends of the Library Bookstore**585 Sq. Ft.****Friends of the Library Bookstore
Functional Activity**

The Friends' Bookstore and Coffee Shop will be operated by volunteers from the Friends of the Library. Library patrons and visitors to the Public Meeting Rooms will be able to stop in and browse through the store, make purchases, or sit and enjoy a cup of coffee. The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal.

Occupancy

READER SEATS:	0
TECHNOLOGY WORKSTATIONS:	0
MEETING ROOM SEATS:	8
PUBLIC SERVICE DESK WORKSTATIONS:	1

Relationships

The Friends' Bookstore must be close to the Public Entrance and Lobby and highly visible as people enter and exit the library. Being located adjacent to the Friends' Storage and Workroom would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

ADJACENT:

Friends' Storage Room

CLOSE:

Staff Conference Room
Public Entrance & Lobby

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to volunteer center or study area.

Fenestration

Fenestration is not required but an exterior display window with access through the Friends' Bookstore for the promotion of merchandise would be an asset.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Ceiling

Acoustical tile

Walls

Title 5 Library Bond Act

Building Program

Vinyl, Sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

Floor

Anti-static carpet tile, unfinished quarry tile, Vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at food preparation area

Access

The Friends' Bookstore and Coffee Shop must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Friends' Bookstore and Coffee Shop will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the café.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space. 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Security

If network access is available at the café tables for portable computers or other electronic This space should be able to be secured separately from the library to allow for use after hours equipment, then access to data jacks and power receptacles must meet the criteria outlined in when the library is closed but when meetings are taking place in the building. Display cases the Telecommunications Space Detail. should be able to be locked and secured. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Building Program

Required signage includes a major area directional and identification sign, which can be seen from the Lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase Sans Serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter	1	0	0
Cash Register	1	0	0
Chair, Lounge	2	35	70
Chair, Task	1	0	0
Clock	1	0	0
Computer, Public Desktop	1	0	0
Desk, Bookstore	1	60	60
File Cabinet	1	12	12
Printer, Ink-Jet (B&W)	1	0	0
Rack, Literature Display Handout	1	15	15
Recycling Bin	1	15	15
Shelving, DF 90"h Steel W/14 Shelves	20	18	360
Sign, Announcement	1	0	0
Telephone Handset	1	0	0
Waste Basket	2	4	8
Workstation, Bookstore Service Counter	1	45	45

Potential for 7,000 books

Public Entrance & Lobby

577 Sq. Ft.

Public Entrance & Lobby Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Conference Room, Friends' Bookstore and Public Rest Rooms should all be accessible from the Lobby.

ADJACENT:

- Circulation Desk
- Conference Room
- On-Line Public Access Catalog
- Public Rest Rooms

CLOSE:

- AV Collection & Seating
- Children's Entrance (Interior)
- Copy Center
- Friends' Bookstore
- New Book Display

NEAR:

- Fiction Collection & Seating
- Reception & Waiting Area (Administration)

AWAY:

- General Building Services
- Heritage Room
- Shipping & Receiving

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

Ceiling

Building Program

Plaster or acoustical tile

Walls

Highly durable and flame retardant; Paint (Latex semi-gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched.

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.

Illumination

General lighting of 15 to 20 foot candles, with specialized accent lighting of 50-foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Building Program

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms complex when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bench, Lobby (2 Person)	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
People Counter, Electronic Eye	2	0	0
Rack, Literature Display Handout	1	0	0
Security System Gates, Inventory Control	1	0	0
Telephones, Public Pay (2 Heights)	2	0	0

Public Rest Rooms**438 Sq. Ft.****Public Rest Rooms
Functional Activity**

This will be the main bank of Public Rest Rooms located just off the lobby, which will serve library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Public Meeting Rooms Area. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Conference Room
Friends' Bookstore
Circulation Desk
Custodial Workroom

NEAR:

Custodial Workroom

Flexibility

Rather than expand the restrooms, additional restrooms would be added. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

Ceiling

Water resistant gypsum board with epoxy paint

Walls

Glazed ceramic tile with dark grout

Floor

Unglazed ceramic tile with dark grout; Floor drains

Stalls

Wall mounted high-density solid plastic or stainless steel

Building Program

Fixtures

Sinks: Self-activated; Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment Additional required signage includes a universal pictogram (white figures on a blue background) must be a minimum of 60" wide with 18" between the center of the water closet and the universal symbol of accessibility, and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women"), wall-mounted 60" above the finished floor adjacent to the latch side of the door. The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser signs must be 1/32" raised uppercase Sans Serif type accompanied by Grade II Braille.

Furniture & Equipment and Shelving Units

Title 5 Library Bond Act

Description of Furniture & Equipment Units	UNIT QTY	Building Program	
		UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode	5	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0
Stall	5	0	0
Urinal	2	0	0

NON-FICTION COLLECTION

1,940 Sq. Ft.

NON-FICTION COLLECTION Functional Activity

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection, which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

The David M. Carson Mural will depict a transition between historical and present Murrieta.

Spatial Relationships

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services Division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Fiction Collection
Young Adult Services
Reference Services

AWAY:

Audio Visual Collection
Children's Library

DIVISION SPACE SUMMARY

1,940 Sq. Ft.

Non-Fiction Collection & Seating	1,940
TOTAL:	1,940

Non-Fiction Collection & Seating**1,940 Sq. Ft.****Non-Fiction Collection
Functional Activity**

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster adjacent to the AV Collection, so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

The David M. Carson Mural will depict a transition from the historical to present aspects of Murrieta.

Occupancy

READER SEATS:	20
TECHNOLOGY WORKSTATIONS:	2
LOUNGE SEATING:	4

Relationships

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and close to the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

ADJACENT:

Fiction Collection & Seating
Reference Collection & Seating

CLOSE:

Copy Center
Reference Desk
Heritage Room

AWAY:

Children's Library

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Building Program

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile flooring.

Access

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or

HVAC

Building Program

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting is desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Reference Desk will supervise the Non-Fiction Collection. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs, which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio

between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase Sans Serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will

Building Program

Sound”), changeable and permanent information signs (e.g., “Please Do Not Reshelve Library Materials”), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	55	18	990
<u>Description of Furniture & Equipment Units</u>			
Carrel, Reader's Wood	4	35	140
Chair, Lounge	4	35	140
Chair, Reader's	24	0	0
Chair, Technology Workstation	2	0	0
Table, Reader's	6	100	600
Technology Carrel	2	35	70

Type and Size of Collection

18,437 Nonfiction

PERIODICALS COLLECTION**700 Sq. Ft.****PERIODICALS COLLECTION
Functional Activity**

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Advances in electronic access are dramatically impacting space to house back issues technologies. Historically, back issues were paper copies of older magazines and newspapers that were sometimes bound in hard covers. In the recent past, libraries began archiving back issues on microfilm to save space and binding costs. More recent advances are making full-text of the back issues available on CD-ROM or directly on-line. In general, technological advances have added, rather than replaced, formats since few institutions can afford to replace microfilm, and few discard the print copies, which frequently have superior illustrations.

Spatial Relationships

The magazines and newspapers will be placed near the back of the Library with lounge seating. Access to the Circulation Services Division and to a Copy Center is required.

NEAR:

Circulation Services
Reference Services
Copy Center

DIVISION SPACE SUMMARY**700 Sq. Ft.**

Current Magazine & Newspaper Display & Seating	700
TOTAL:	700

Current Magazine & Newspaper Display & Seating**700 Sq. Ft.****Current Magazine & Newspaper Display
Functional Activity**

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS:	10
TECHNOLOGY WORKSTATIONS:	0

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure.

CLOSE:

Reference Desk

NEAR:

Circulation Desk
Copy Center

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

Floor

Building Program

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor.

Acoustics

This area will be moderately noisy. Both frequently use the Periodicals Collection Area adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or Sound-masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Units should be no higher than 66" inches, or three sloped display shelves, high. Range and Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. Side aisles in magazine display areas must be a minimum of 44" wide. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels conduit and J-boxes with the data drops integrated into the furniture. A minimum of 30" wide x 48" deep clear floor space will be required. The knee space must be at least 27" high, 30" wide, and 19". To provide universal access to power and data connections, wall-mounted receptacles. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Security

Staff at the Circulation Desk or the Reference will supervise the Periodicals Collection Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Building Program

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage

Required signage includes a major area directional and identification sign, which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase Sans Serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	7	22	154
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	2	14	28
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	17	14	238
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	14	28
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	4	35	140
Chair, Reader's	4	0	0
Chair, Reader's	4	0	0
Table, End	2	12	24
Table, Reader's	1	80	80
Waste Basket	2	4	8

Type and Size of Collection

145	Current Magazines
20	Current Newspapers

PUBLIC MEETING ROOMS

1,474 Sq. Ft.

PUBLIC MEETING ROOMS

Functional Activity

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Theater will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances. The Conference Room will provide space for small group meetings, library programs, staff conferences, continuing education, and literacy tutoring.

Spatial Relationships

The major spatial relationship of this division is to the Library Entrance Division. Since the Theater may be open when the rest of the library is closed, access must be provided through the main lobby to the Theater and Conference Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

DIVISION SPACE SUMMARY

1,474 Sq. Ft.

AV, Chair & Table Storage Room	145
Conference Room	199
Kitchenette	70
Theater	1,060
TOTAL:	1,474

AV, Chair & Table Storage Room**145 Sq. Ft.****AV, Chair & Table Storage Room
Functional Activity**

This room located within the Public Meeting Rooms, will be used to store tables and chairs and house audio-visual equipment that will be used in the Theater. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Theater and close to the Conference Room so that equipment can be moved back and forth easily. One door may open into the Theater. Access to this room should be possible from the Theater and Conference Room without disturbing meetings or programs in either of the rooms.

ADJACENT:

Theater
Conference Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Corner guards

Floor

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Title 5 Library Bond Act

Building Program

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Meeting Room, Conference Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
AV/Technology Equipment Cart, Small	1	10	10
CD/Cassette Tape Player	1	0	0
Dolly, Chair	5	15	75
Dolly, Table	4	15	60
Projector, Desktop	1	0	0
TV Monitor, 27"	1	0	0
Video Cassette Player/Recorder	1	0	0

Conference Room**199 Sq. Ft.****Conference Room
Functional Activity**

The Conference Room will provide space for library programming, staff conferences, continuing education, community meetings and literacy tutoring. The room will have AV presentation capabilities and network access.

Occupancy

READER SEATS:	0
TECHNOLOGY WORKSTATIONS:	0
CONFERENCE ROOM SEATS:	8

Relationships

The Conference Room should be adjacent to the Public Entrance and Lobby and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair & Table Storage Room. The Conference Room should also be adjacent to the Theater.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette
Public Entrance & Lobby
Theater

CLOSE:

Public Rest Rooms

NEAR:

Custodial Workroom

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

Ceiling

Acoustical tile

Walls

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen.

Building Program

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Conference Room will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, conferences, and small programs.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.

Illumination

Light levels of 50-foot candles at tabletop are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no associated power at the wall 6" above a perimeter counter or 15" above the finished floor at a more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above table location to support a phone and supplemental-networked equipment. At a minimum, finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for permanently installed technology Optional, quad video conferencing outlet (four voice) co-located with associated power at the in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound video conferencing or future/potential video conferencing location.

Audio - Visual

Building Program

Presentation of videotape or DVD material in the Conference Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference Room.

Security

This area will have assigned staff that are charged with its supervision. The Conference Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Chair, Conference Room	6	0	0
Clock	1	0	0
Presentation Center	1	0	0
Table, Conference	1	195	195
Waste Basket	1	4	4

Kitchenette**70 Sq. Ft.****Kitchenette
Functional Activity**

As part of the Theater Complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be close to the rear entrance of the Theater so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments may be served. A pass-through window may be included, so that light refreshments can be served without having to set up separate tables in the Theater. The Kitchenette should also be adjacent to the Conference Room for easy access.

ADJACENT:

Conference Room
Public Entrance & Lobby
Theater

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No exterior windows are required, but a service window to the Meeting Room and lobby are desirable.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

Ceiling

Acoustical tile

Walls

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

Floor

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Building Program

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply with ADA requirements.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Conference Room or the Theater.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should also be lockable.

Signage

Required signage includes a permanent room identification sign ("Kitchenette" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

	Building Program		
	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter (Lockable)	4	0	0
Cabinets, Below Counter (Lockable)	4	0	0
Coffee Maker/Urn	2	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit	1	25	25
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Soap Dispenser	1	0	0
Workstation, Food Preparation Counter	1	30	30

Theater

1,060 Sq. Ft.

Theater Functional Activity

The Theater will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, etc. The room will allow multiple arrangements ranging from lectures and conferences to training layouts.

Occupancy

READER SEATS:	0
TECHNOLOGY WORKSTATIONS:	0
MEETING ROOM SEATS:	100

Relationships

The Theater should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be close to the rear entrance of the Theater so that refreshments can be brought in without disturbing a meeting or program. A pass-through window might be included, so that light refreshments can be served without having to set up separate tables. The Conference Room should be adjacent to the Theater as well.

ADJACENT:

- AV, Chair & Table Storage Room
- Conference Room
- Kitchenette
- Public Entrance & Lobby

CLOSE:

- Public Rest Rooms

NEAR:

- Custodial Closet

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

Ceiling

Acoustical tile

Building Program

Walls

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Theater must be accessible by means of a 36" minimum aisle. Greater distances in the entrance or foyer increase the accessible aisle requirement.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for performances or presentations.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

Illumination

Light levels of 50-foot candles at tabletop are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. instructor's station, wall-mounted, or located in a recessed floor box. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Provide one standard duplex communications outlet (one voice and one data) co-located with A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no associated power on the wall 6" above any perimeter counter or 15" above the finished floor more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Theater. Optionally, the Theater may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall

Building Program

plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in conference rooms may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Theater. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Theater.

If the Theater will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audiovisual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, the finished floor. Thresholds cannot exceed ½" in height. Portable assistive listening technology may be substituted for permanently installed technology. Control panels, which must be located at all presentation locations, can be wireless, portable in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from amplification system. The system may be used to serve more than one room. Electrical outlets mechanically activated push button types to software-based touch screens must be provided to support any portable assistive listening technology.

Security

This area will have assigned staff that are charged with its supervision. The Theater requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access independent from the Library.

Signage

Building Program

Required signage includes a major area directional and identification sign, which can be seen from the lobby and Circulation Desk. This directional sign ("Public Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Meeting Room - Stacking	100	10	1,000
Clock	1	0	0
Lectern (w/ Space Portable Computer)	1	60	60
Projection Screen, Wall Mounted	1	0	0
Table, Meeting Room	16	0	0
White Board	1	0	0

REFERENCE SERVICES**1,624 Sq. Ft.****REFERENCE SERVICES****Functional Activity**

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

Spatial Relationships

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Heritage Room so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be near so that young adults can begin to use reference materials. The Periodicals Collection should be in the close to the Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

Audio Visual Library
Circulation Services
Fiction Collection
Heritage Room
Periodicals Collection
Computer Resource Center
Non Fiction Collection

NEAR:

Copy Center
Library Entrance
Young Adult Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY**1,624 Sq. Ft.**

On-line Public Access Catalog (OPAC)	100
Reference Collection & Seating	962
Reference Desk	263
Study/Tutoring Room A	179
Study/Tutoring Room B	120
TOTAL:	1,624

On-line Public Access Catalog (OPAC)**100 Sq. Ft.****On-line Public Access Catalog
Functional Activity**

Patrons will enter the On-line Public Access Catalog (OPAC) Area from many points in the library, but most frequently from the main entrance of the library. The OPAC cluster is a bank of multimedia computers with access to the library's on-line catalog, databases and indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use. In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 4

Relationships

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

NEAR:

Public Entrance & Lobby

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easy to clean.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

Floor

Title 5 Library Bond Act

Building Program

Anti-static carpet tile

Access

The OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC station will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space. Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Standard acoustical dampening strategies must be utilized to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

One standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

Staff at the Reference Desk will supervise this area. Sight lines from the Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign, which can be seen from the Library's Entrance or Lobby. This directional sign ("Library Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the Library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition accessible route or another

Building Program

clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation	2	0	0
Computer, OPAC Desktop	4	0	0
Printer, Ink-Jet (B&W)	4	0	0
Technology Counter	2	20	40
Technology Counter	2	30	60

Reference Collection & Seating

962 Sq. Ft.

Reference Collection Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Occupancy

READER SEATS: 8
TECHNOLOGY WORKSTATIONS: 3

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Reference Desk

CLOSE:

Copy Center
On-line Public Access Catalog (OPAC)

NEAR:

Non-Fiction Collection & Seating

AWAY:

Children's Library

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

Ceiling

Acoustical tile

Building Program

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30-foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, level in the seating areas. Provide high quality, non-glare light in the seating areas for reading then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Telecommunications

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Building Program

Staff at the Reference Desk will supervise the Reference Collection. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

Signage

Required signage includes major area directional and identification signs, which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	3	18	54
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	29	18	522

Description of Furniture & Equipment Units

Atlas Case	1	25	25
Chair, Reader's	8	0	0
Chair, Technology Workstation	3	0	0
Dictionary Stand	1	10	10
Stool, Kick-Step	2	0	0
Table, Reader's	2	100	200
Technology Carrel	2	45	90
Technology Carrel, Adjustable (Manual) Height	1	45	45
Waste Basket	4	4	16

Type and Size of Collection

315	Reference (Encyclopedias, Directories, Etc.)
6,250	Reference

Reference Desk**263 Sq. Ft.****Reference Desk
Functional Activity**

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk to allow patrons to sit. Staff will frequently be out on the floor working with patrons at the technology workstations, in the Reference Collection, and in the Non-Fiction Collection. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Relationships

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPAC cluster, the Computer Resource Center and the Reference Collection for supervision and to provide assistance. The Desk should also be close to the Local History and Non-Fiction Collections and the Study/Tutoring Rooms. It should be near to the Young Adult Collection, Fiction Collection, and the Periodical Collection.

ADJACENT:

Computer Resource Center
On-line Public Access Catalog (OPAC)
Reference Collection & Seating

CLOSE:

Heritage Room/Local History Collection
Non-Fiction Collection & Seating
Study/Tutoring Rooms

NEAR:

Fiction Collection & Seating
Periodical Collection & Seating
Young Adult Collection & Seating

AWAY:

Children's Library

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the

Building Program

possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

Ceiling

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 Foot-candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections and potentially for the Fiction Collection. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Heritage Room electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no

Building Program

less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	5	12	60
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	2	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop	2	0	0
File Cabinet, Lateral (Two Drawer)	1	20	20
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	5	6	30
Telephone Handset	2	0	0
Waste Basket	2	4	8
Workstation, Reference Desk	2	65	130

Type and Size of Collection

235 Ready Reference

Study/Tutoring Room A**179 Sq. Ft.****Study/Tutoring Room A
Functional Activity**

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

MEETING ROOM SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic and close to all staff areas. Easy access by patrons and ease for staff to unlock the door is a priority.

CLOSE:

Circulation Desk
Reference Desk
Staff Workroom

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

Ceiling

Acoustical tile

Walls

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Building Program

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50-foot candles preferred over the tabletop. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting is desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above floor space will be provided with at least one unobstructed side of the floor space adjoining an the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for accessible route or another clear floor space. The knee space must be at least 27" high, 30" a forward reach at accessible locations. wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audio - Visual

Building Program

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power equipment, then access to data jacks and power receptacles must meet the criteria outlined in receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed the Telecommunications Space Detail. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be installed. Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Security

Staff at the Circulation Desk must readily supervise the Study/Tutoring Room. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase Sans Serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	6	0	0
Clock	1	0	0
Table, Group Study	1	175	175
Waste Basket	1	4	4
White Board	1	0	0

Study/Tutoring Room B**120 Sq. Ft.****Study/Tutoring Room B
Functional Activity**

This study room is designed for literacy or small group study. The room should be visible for staff to see from the Reference or Circulation Desks. It should provide a place for quiet study and at the same time keeping the noise within the room.

Occupancy

READING SEATS: 4

Relationships

This room should be located in a prominent area with relatively high foot traffic and close to all staff areas. Easy access by patrons and ease for staff to unlock the door is a priority.

ADJACENT:

Circulation Desk
Copy Center

CLOSE:

Reference Desk and Reference Collection

AWAY:

Children's Library

Flexibility

There should not be a need to expand this room.

Security

The door should have a lock on it.

Signage

A sign to read "Study Room" should be placed on the door. Additional signage could be directions to see staff for use of the room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	4	0	0
Table, Group Study	1	120	120

YOUNG ADULT SERVICES**436 Sq. Ft.****YOUNG ADULT SERVICES**
Functional Activity

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

Spatial Relationships

The Young Adult Division should be relatively close to the Library Director's Office so that staff can supervise the young people. It should be near the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the Young Adult Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should be located away from the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Library Director's Office

NEAR:Circulation Services
Reference Services**AWAY:**

Children's Library

DIVISION SPACE SUMMARY**436 Sq. Ft.**

Young Adult Collection & Seating	436
TOTAL:	436

Young Adult Collection & Seating**436 Sq. Ft.****Young Adult Collection
Functional Activity**

Young adults will congregate in this space to find books and magazines and to read and study. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc). This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 10
 TECHNOLOGY WORKSTATIONS: 1
 MEETING ROOM SEATS: 0

Relationships

The Young Adult Collection and Seating area should be adjacent to the Study/Tutoring Rooms and near to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials, and will be going back and forth between these two areas. This area should also be near the Reference Desk so that staff can supervise the area, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist youth with homework assignments and encourage them to use other library resources.

CLOSE:

Study/Tutoring Rooms
 Reference Collection

NEAR:

AV Collection
 Reference Desk

AWAY:

Children's Entrance

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

Ceiling

Building Program

Acoustical tile

Walls

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric Wall covering with tackable acoustical panels; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

Floor

Anti-static carpet tile or heavy weight commercial anti-static carpet

Access

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot-candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Building Program

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Reference Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/ or Reference Desks.

Signage

Required signage includes a major area directional and identification sign, which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase Sans Serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Building Program

Description of Shelving Units

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	10	12	120
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	2	14	28

Description of Furniture & Equipment Units

Chair, Lounge	4	35	140
Chair, Reader's	4	0	0
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Reader's	1	90	90
Technology Counter	1	50	50
Waste Basket	2	4	8

Type and Size of Collection

1697	Young Adult
10	Young Adult Current Magazines

Building Program

VI. Preliminary Project Budget

The construction of the Murrieta Public Library is projected to cost \$9,805,656. The breakdown of those costs is as follows:

New construction	\$4,867,000
Contingency	\$486,700
Appraised value of land	\$1,190,000
Site development	\$1,027,000
Site permits and fees	\$20,156
Furnishings and equipment	\$845,280
Signage	\$25,000
Architectural and engineering	\$608,000
Construction cost estimator	\$62,000
Geotechnical report	\$15,000
Construction project management	\$292,020
Other Professional Fees	\$2,500
Local Project Administration Costs	\$365,000

Total costs	\$9, 805,656
-------------	--------------

The City of Murrieta has the matching 35% local funds required for the project. The matching funds required for this project by the city are \$3,431,980. Funds have been generated from purchase of land, Developer Impact Fees, and City general funds. The State will be providing 65% for the project for \$6,373,676.

The City Council has agreed to operate this facility as agreed to in the Resolution dated March 18, 2003.

Building Program

A. Cost Summary for all F & E and Shelving

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Atlas Case	1	\$1,600	\$1,600
Atlas Case, Child's	1	\$1,500	\$1,500
AV/Technology Equip Cart, Large	1	\$475	\$475
AV/Technology Equip Cart, Small	1	\$150	\$150
Bar Code Reader, Fixed Mount	4	\$1,000	\$4,000
Bar Code Reader, Hand-Held	4	\$1,000	\$4,000
Bench (2 Person)	2	\$600	\$1,200
Bench, Lobby (2 Person)	1	\$600	\$600
Binding Machine	1	\$1,225	\$1,225
Book Bin, Depressible	1	\$900	\$900
Book Truck	15	\$500	\$7,500
Box, Cardboard	25	\$0	\$0
Bulletin Board	8	\$280	\$2,240
Cabinets, Above Counter	32	\$300	\$9,600
Cabinets, Above Cter (Lockable)	12	\$325	\$3,900
Cabinets, Below Counter	24	\$400	\$9,600
Cabinets, Below Cter (Lockable)	12	\$425	\$5,100
Carrel, Reader's Wood	4	\$1,800	\$7,200
Case, Exhibit	4	\$1,600	\$6,400
Cash Register	2	\$600	\$1,200
CD Tower	1	\$1,600	\$1,600
CD/Cassette Tape Player	2	\$230	\$460
Chair, Café	4	\$200	\$800
Chair, Child's	32	\$200	\$6,400
Chair, Conference Room	20	\$650	\$13,000
Chair, Group Study	26	\$400	\$10,400
Chair, Juvenile	16	\$200	\$3,200
Chair, Library Director's	1	\$650	\$650
Chair, Lounge	32	\$1,200	\$38,400
Chair, Meeting Room - Stacking	100	\$200	\$20,000
Chair, Professional's	1	\$400	\$400
Chair, Reader's	44	\$400	\$17,600
Chair, Staff Lounge	4	\$1,200	\$4,800
Chair, Task	21	\$350	\$7,350
Chair, Technology Workstation	31	\$400	\$12,400
Chair, Tech/ Workstation Task	4	\$350	\$1,400
Chair, Visitor's	6	\$500	\$3,000
Chair, Visitor's	4	\$500	\$2,000

Furniture and Equipment <u>Inventory Items:</u>	UNIT QTY	Building Program	
		UNIT COST	EXTENDED COST
Change Machine (Bill & Coin)	1	\$2,500	\$2,500
Children's Craft Counter	1	\$1,250	\$1,250
Cleaning Cart	1	\$90	\$90
Clock	13	\$150	\$1,950
Coat & Hat Rack	2	\$350	\$700
Coffee Maker/Urn	3	\$150	\$450
Commode	6	\$0	\$0
Computer Stand	2	\$300	\$600
Computer, OPAC Desktop	9	\$1,200	\$10,800
Computer, Public Desktop	1	\$900	\$900
Computer, Public Desktop	23	\$1,200	\$27,600
Computer, Staff Desktop	1	\$900	\$900
Computer, Staff Desktop	19	\$1,600	\$30,400
Console, Computer System	1	\$350	\$350
Copier, B&W Freestanding	2	\$4,500	\$9,000
Copier, Color Freestanding	1	\$5,600	\$5,600
Cot, Sick Bay	1	\$75	\$75
Credenza	2	\$2,000	\$4,000
Desk, Bookstore	1	\$2,200	\$2,200
Desk, Clerical	2	\$2,000	\$4,000
Desk, Instructor's	1	\$2,500	\$2,500
Desk, Library Director's	1	\$3,000	\$3,000
Desk, Reception	1	\$2,200	\$2,200
Desk, Secretarial W/ Return	1	\$2,500	\$2,500
Diaper Changing Counter	2	\$0	\$0
Dictionary Stand	1	\$1,200	\$1,200
Dictionary Stand, Child's	1	\$1,250	\$1,250
Disc Drive (External)	1	\$850	\$850
Dolly, Chair	5	\$200	\$1,000
Dolly, Table	4	\$500	\$2,000
Donor Recognition Wall	1	\$15,000	\$15,000
Drinking Fountain	1	\$0	\$0
DSU/CSU Telecom Device	1	\$1,200	\$1,200
DVD Player	1	\$800	\$800
Easel	1	\$260	\$260
FAX Machine, Desktop	1	\$800	\$800
FAX Machine, Desk Coin-Operated	1	\$1,025	\$1,025
File Cabinet	5	\$400	\$2,000
File Cabinet	1	\$650	\$650
File Cabinet, Lateral (Four Drawer)	3	\$700	\$2,100
File Cabinet, Lateral (Two Drawer)	1	\$600	\$600

Furniture and Equipment Inventory Items:	UNIT QTY	Building Program	
		UNIT COST	EXTENDED COST
File Cabinet, Vertical (Four Drawer)	8	\$650	\$5,200
Fire Extinguisher, Halon	1	\$50	\$50
First Aid Kit	2	\$50	\$100
Garbage Bin, Interior	3	\$50	\$150
Hand Dryer	2	\$0	\$0
Hand Truck	1	\$150	\$150
Hot Water Urn	2	\$150	\$300
In & Out Board	1	\$100	\$100
Key Cabinet	2	\$140	\$280
Kitchen Unit	2	\$4,000	\$8,000
Label Maker	1	\$90	\$90
Lectern (w/Sp Portable Computer)	1	\$2,500	\$2,500
Locker	4	\$0	\$0
Mail Boxes, Staff	1	\$850	\$850
Mail Delivery Cart	1	\$575	\$575
Microwave Oven	2	\$300	\$600
Mirror	3	\$300	\$900
Mop Bucket	1	\$95	\$95
Paper Cutter	1	\$400	\$400
Paper Towel Dispenser	5	\$0	\$0
People Counter, Electronic Eye	2	\$365	\$730
Postage Meter/Scale	2	\$150	\$300
Preparation Counter	1	\$2,000	\$2,000
Presentation Center	1	\$2,350	\$2,350
Printer Stand	1	\$300	\$300
Printer, Ink-Jet (B&W)	14	\$400	\$5,600
Printer, Ink-Jet (Color)	11	\$500	\$5,500
Printer, Label	1	\$300	\$300
Printer, Laser (B&W)	7	\$600	\$4,200
Printer, Laser (Color)	1	\$2,300	\$2,300
Printer, Pin / Tractor Feed W/ Stand	1	\$600	\$600
Printer, Receipt	4	\$500	\$2,000
Projection Screen, Wall Mounted	2	\$340	\$680
Projector, Desktop	1	\$5,000	\$5,000
Queuing Space (Per Person)	15	\$0	\$0
Rack, Computer / Com Equipment	2	\$1,500	\$3,000
Rack, Literature Display Handout	1	\$150	\$150
Rack, Literature Display Handout	2	\$385	\$770
Recycling Bin	5	\$75	\$375
Router/Switch	1	\$3,500	\$3,500
Safe, Data / Tape Carrier	1	\$120	\$120

Furniture and Equipment <u>Inventory Items:</u>	UNIT QTY	Building Program	
		UNIT COST	EXTENDED COST
Safe, Floor	1	\$700	\$700
Security Book & Media Resensitizer	1	\$1,200	\$1,200
Security System Book Resensitizer	2	\$250	\$500
Sec System De/Resensitizer	1	\$3,200	\$3,200
Sec System Gates/Inventory Contrl	1	\$12,000	\$12,000
Sec System Gates/Inventory Contrl	2	\$14,000	\$28,000
Sec System Media Resensitizer	1	\$360	\$360
Server, Desktop / Rack Mount	2	\$4,500	\$9,000
Shelving, DF 90"h Stl W/14 Shlvs	24	\$590	\$14,160
Shelving, Industrial	7	\$200	\$1,400
Shelving, Metal (6)	3	\$500	\$1,500
Shelving, SF 42"h Wd W/ 3 Shlvs	5	\$725	\$3,625
Shelving, SF 84"h Stl W/ 6 Shlvs	3	\$315	\$945
Shelving, SF 84"h Wd W/ 6 Shlvs	2	\$1,350	\$2,700
Shelving, SF 90"h Stl W/ 7 Shlvs	7	\$355	\$2,485
Sign, Announcement	1	\$155	\$155
Sink And Counter	3	\$0	\$0
Sink, Mop	1	\$0	\$0
Soap Dispenser	5	\$0	\$0
Stall	5	\$0	\$0
Stool	3	\$450	\$1,350
Stool, Kick-Step	2	\$60	\$120
Storage Cabinet	6	\$500	\$3,000
Supply Cabinet	4	\$500	\$2,000
Table, Café	1	\$350	\$350
Table, Children's	8	\$950	\$7,600
Table, Conference	1	\$2,000	\$2,000
Table, Conference	2	\$2,500	\$5,000
Table, End	9	\$600	\$5,400
Table, Group Study	1	\$900	\$900
Table, Group Study	1	\$1,500	\$1,500
Table, Juvenile	4	\$1,100	\$4,400
Table, Meeting Room	16	\$450	\$7,200
Table, Reader's	6	\$1,200	\$7,200
Table, Reader's	9	\$1,500	\$13,500
Tape Drive, Ext DAT/Cartrdg Tape	1	\$500	\$500
Technology Carrel	1	\$1,700	\$1,700
Technology Carrel	4	\$1,800	\$7,200
Technology Carrel	2	\$1,900	\$3,800
Technology Carrel	2	\$2,500	\$5,000
Technology Carrel, Adj Height	2	\$2,500	\$5,000

Furniture and Equipment <u>Inventory Items:</u>	UNIT QTY	Building Program	
		UNIT COST	EXTENDED COST
Technology Counter	2	\$750	\$1,500
Technology Counter	2	\$1,000	\$2,000
Technology Counter	1	\$1,500	\$1,500
Tech Training Table, Comp Lab	10	\$600	\$6,000
Telecommunications Backboard	2	\$400	\$800
Telecom Equip/Hub/ Multiplexer	1	\$1,500	\$1,500
Telephone Central Station	1	\$600	\$600
Telephone Handset	20	\$300	\$6,000
Telephones, Public Pay (2 Hts)	2	\$0	\$0
Tool Box	1	\$100	\$100
TV Monitor, 27"	2	\$650	\$1,300
Typewriter Stand	3	\$300	\$900
Typewriter, Electric	3	\$320	\$960
Unint Powr Sply (UPS), Multiple	1	\$500	\$500
Urinal	2	\$0	\$0
Vendor Card Encoder/Dispenser	1	\$0	\$0
Video Cassette Player/Recorder	2	\$230	\$460
Waste Basket	36	\$20	\$720
White Board	2	\$300	\$600
White Board	1	\$400	\$400
White Board	2	\$500	\$1,000
White Board	1	\$1,000	\$1,000
Workstation	1	\$2,500	\$2,500
Workstation, Bookstore Ser Cter	1	\$2,400	\$2,400
Workstation, Children's Desk	1	\$4,800	\$4,800
Workstation, Children's Office	2	\$5,000	\$10,000
Workstation, Circ Check-In Office	2	\$5,000	\$10,000
Workstation, Circ Check-Out Desk	3	\$4,800	\$14,400
Workstation, Clerical Counter	1	\$1,500	\$1,500
Workstation, Computer Tech Cter	2	\$1,250	\$2,500
Workstation, Food Prep Counter	1	\$1,000	\$1,000
Workstation, Food Prep Counter	1	\$1,500	\$1,500
Workstation, Friends' Work Cter	1	\$1,500	\$1,500
Workstation, Processing Counter	1	\$1,500	\$1,500
Workstation, Reference Desk	2	\$4,000	\$8,000
Workstation, Reference Office	2	\$5,000	\$10,000
Workstation, Ship/Receiving Cter	1	\$1,500	\$1,500
Workstation, Volunteer's Office	1	\$5,000	\$5,000

Inventory Sub-Total: **\$689,255**

Building Program

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Shelving Units:</u>			
36" Aisle DF 45"H Steel Shelving W/ 4 Shelves	3	\$355	\$1,065
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	20	\$385	\$7,700
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	38	\$450	\$17,100
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	32	\$560	\$17,920
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	79	\$590	\$46,610
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves	2	\$350	\$700
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	26	\$225	\$5,850
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	26	\$265	\$6,890
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	25	\$355	\$8,875
42" Aisle DF 42"H Steel Shelving W/ 4 Shelves	8	\$320	\$2,560
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves	2	\$450	\$900
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	7	\$575	\$4,025
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	21	\$450	\$9,450
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves	2	\$450	\$900
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	\$840	\$840
Audio Cassette SF 66" Shelving Unit W/ 4 Divider Shelves	2	\$390	\$780
Compact Disc, CD-ROM & DVD Display Browser	9	\$1,500	\$13,500
Paperback "Spinner" W/ 4 Rotor Towers	2	\$700	\$1,400
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	7	\$500	\$3,500
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves	14	\$390	\$5,460
 <u>Shelving Sub-Total:</u>			 <u>\$156,025</u>
 Total Costs:			 <u>\$845,280</u>

Building Program

B. Space F&E and Shelving Cost

<u>LIBRARY DIVISION</u> Space Name	Space Cost	DIVISION Cost
<u>ADMINISTRATION</u>		<u>\$65,410</u>
Library Director's Office	\$15,870	
Passport Office/Staff Conference Room	\$15,430	
Professional Staff	\$15,230	
Reception & Waiting Area	\$8,735	
Secretarial Office	\$10,145	
<u>AUDIO-VISUAL LIBRARY</u>		<u>\$32,820</u>
AV Collection & Seating	\$32,820	
<u>BROWSING</u>		<u>\$7,380</u>
New Book Display	\$7,380	
<u>CHILDREN'S LIBRARY</u>		<u>\$81,310</u>
Children's Collection & Seating	\$20,545	
Children's Desk	\$8,325	
Children's Entrance (Interior)	\$280	
Children's On-line Public Access Cat(OPAC)	\$7,600	
Children's Reference Collection & Seating	\$14,450	
Children's Workroom	\$4,605	
Juvenile Collection & Seating	\$25,505	
<u>CIRCULATION SERVICES</u>		<u>\$236,070</u>
Circulation Desk	\$65,055	
Computer/Telecommunications Room	\$31,890	
Copy Center	\$22,285	
Staff/Service Entrance	\$3,080	
Staff Lounge	\$17,030	
Staff Rest Rooms	\$300	
Staff Workroom	\$96,430	
<u>FICTION COLLECTION</u>		<u>\$52,735</u>
Fiction Collection & Seating	\$52,735	
<u>GENERAL BUILDING SERVICES</u>		<u>\$15,645</u>
Custodial Workroom	\$1,900	
Friends' Book Storage & Workroom	\$5,420	
General Library Storage Room	\$5,800	

<u>LIBRARY DIVISION</u> Space Name	Building Program Space Cost	DIVISION Cost
<u>GENERAL BUILDING SERVICES</u>		<u>\$15,645</u>
Loading Area	\$0	
Electrical Equipment Room	\$0	
Shipping & Receiving	\$2,525	
<u>HERITAGE ROOM</u>		<u>\$20,050</u>
Heritage Room	\$20,050	
<u>LIBRARY ENTRANCE</u>		<u>\$51,935</u>
Friends of the Library Bookstore	\$22,855	
Public Entrance & Lobby	\$28,480	
Public Rest Rooms	\$600	
<u>NON-FICTION COLLECTION</u>		<u>\$67,450</u>
Non-Fiction Collection & Seating	\$67,450	
<u>PERIODICALS COLLECTION</u>		<u>\$22,315</u>
Current Mag & Newspaper Display/Seating	\$22,315	
<u>PUBLIC MEETING ROOMS</u>		<u>\$58,170</u>
AV, Chair & Table Storage Room	\$9,260	
Conference Room	\$8,920	
Kitchenette	\$8,800	
Theater	\$31,190	
<u>REFERENCE SERVICES</u>		<u>\$68,430</u>
On-line Public Access Catalog (OPAC)	\$10,700	
Reference Collection & Seating	\$35,295	
Reference Desk	\$15,365	
Study/Tutoring Room	\$4,570	
Study/Tutoring Room A	\$2,500	
<u>COMPUTER RESOURCE CENTER</u>		<u>\$50,470</u>
Computer Resource Center	\$50,470	
<u>YOUNG ADULT SERVICES</u>		<u>\$15,090</u>
Young Adult Collection & Seating	\$15,090	
TOTAL FURNITURE & EQUIPMENT		<u>\$845,280</u>

VII. Projected Library Operating Budget

The City of Murrieta will operate a new 24,951 square foot facility for \$1,276,100 a year. Projected expenses will be as follows:

Salaries and Benefits	\$825,000
Facilities Costs	\$160,000
Equipment and Supplies Costs	\$50,000
Materials	\$106,100
Other Allocations	\$135,000
 Total operating budget	 \$1,276,100

Revenue sources include property taxes, interest income, and intergovernmental funds. These funds are Public Library Fund, InterLibrary Loan funding, and Direct Loan funding. Fines and fees will be collected for overdue, lost and damaged materials, as well as photocopy fees. A revenue enhancement program to collect fees for processing passports anticipates a funding source of approximately \$50,000.

An anticipated \$834,341 will be available for the Fiscal Year 2004/2005 Library Budget, with City Council supplementing the difference from the General Fund. Other sources will be pursued to enhance the revenue potential. These sources will include Friends of the Murrieta Library donating from their sales in the Bookstore. The Temecula Valley Woman's Club has committed over \$10,000 for children's services. Other interested groups include the Murrieta Rotary Club, Garden Club and the Lion's Club of Murrieta, to mention a few.

The Library Budget is projected to increase 3% each year due to the growth in population and additional housing developments being approved for building permits. The governing body of the City of Murrieta is committed to provide an excellent delivery of services to its community.